

Shuklaphanta Municipality

Jhalaari, Kanchanpur

Sudurpaschim Pradesh

Office of Municipal Executive

Request for Proposal

(First Date of Publication: 2081/02/08)



Shuklaphanta Municipality has allocated fund and intends to apply a portion of this eligible payments under ~~the~~ project for which this request for financial and technical proposal is invited for the Preparation of Detailed Project Report (DPR) of different ~~ward~~ sections as mentioned in the BOQ of ward no 4 and 5.

1. The Shuklaphanta Municipality now invites Request for Proposal from eligible consulting firms ("consultant") to provide the following consulting services:

S.N	Consulting Service Identification Number	Description of Work	Estimated Amount Rs. (Without VAT)	Remarks
1.	Road/Consulting/2080-81/02	Preparation of Detailed Project Report (DPR) of Kalagaudi ward no. 4 and 5	327316.47	Only Hard Copy acceptable (BOQ, TOR & Financial Submission form should be filled compulsorily)

2. Interested eligible consultants may obtain Hard Copy/Soft Copy of procurement document from office of municipality or may download from the Website <https://www.shuklaphantamun.gov.np>
3. Proposal shall be delivered to Shuklaphanta Municipality Office on or before 2081/02/14 during the office hours and will be opened the next day 11:00 am.
4. In case the last date of obtaining , submission or opening of the documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

Chief Administrative Officer

प्रमुख प्रशासकीय अधिकृत

Shuklaphanta Municipality
Office of the Municipal Executive
Jhalari Kanchanpur
Sudurpaschim Province, Nepal

BOQ

Name of Project : Detail Project Report Preparation of road sections of ward no 4 and 5

Location: ward no 4 and 5

शुक्लाफाँटा नगरपालिका
नगर कार्यपालिकाको कार्यालय
झलारी, कञ्चनपुर
सुदूरपश्चिम प्रदेश, नेपाल

प्रमुख प्रशासकीय अधिकृत
FY : 2080-81

SN	Description of Work	Units	Quantity			Amount	Remarks
				In fig	In word		
1	Detail engineering survey & preparation of design, drawings & cost estimate of different road as per ToR all completes . Road Name : १)वार्ड नं.५ खाजुवा बुढीनाला देखि पश्चिम श्याम भट्टको घर सम्म २) वार्ड नं. ५ वनसमिति गगन राज जोशीको घर देखि दक्षिण खेत चौधरी टोलसम्म ३)वार्ड नं ४ दान सिंह तिरुवाको पसल देखि पश्चिम पिपल चौतारा जोड्ने सडक ४)वार्ड नं ४ रा.मा.वि पिपलाडी देखि दक्षिण सिक्कलपट्टी जोड्ने सडक	LS	1.00				3.85 Km Total
					Total Amount (NRs.)		
					VAT@ 13 % (NRs.)		
					Grand Total (NRs.)		

Authorised signature :-

Name :-

Designation :-

Firm's Name :-

Office Seal :-

Date :-

Terms of Reference

1. Introduction

Shuklaphanta Municipality is planning to address various sectors in society. Further, more it is also necessary to open the new road tracks with designed pavement.

One can think of a healthy mind only in a healthy body. Both physical and mental wellbeing are the prerequisites of great achievements in man's life. Keeping these aspects in view, Shuklaphanta Municipality, Jhalari, Kanchanpur (hereinafter referred to as "the Unit" or as "the Office"), intends to utilize services of engineering consulting firms in the fields of DPR of Road survey and design works in ward no 4 and ward no 5, Shuklaphanta Municipality.

2. Objectives

The main objective of the ToR is,

- To procure a consultancy service for the preparation of the Detail engineering survey & preparation of design, drawings & cost estimate of road :

- १) वार्ड नं. ५ खाजुवा बुढीनाला देखि पश्चिम श्याम भट्टको घर सम्म
- २) वार्ड नं. ५ बन्समिति गगन राज जोशीको घर देखि दक्षिण खेत चौघरी टोलसम्म
- ३) वार्ड नं. ४ दान सिंह तिरुवाको पसल देखि पश्चिम पिपल चौतारा जोड्ने सडक
- ४) वार्ड नं. ४ रा.मा.वि पिपलाडी देखि दक्षिण सिङ्गलपट्टी जोड्ने सडक

The specific objectives of the TOR are to procure the consultancy services for:

- Conduct topographical survey of the proposed project site
- Preparation of detailed architectural design and drawings, structural design and drawings
- Preparing the detailed quantities and cost estimates, analysis of rates, technical specifications, and Bill of Quantities (BOQ) for the proposed projects.

3. Scope of the work

The consulting firm under this term of reference (TOR) will be required to prepare the DPR in close coordination with the authorities from Shuklaphanta Municipality. The consulting should deliver the following documents and services in phases in the process of the preparation of the final DPR.

3.1 Detailed Topographic Surveys

Consultant shall have to conduct topographic survey to determine understand the detailed land profiles and features.

- Conduct an engineering survey of the site to prepare a topographic map of the site using survey tools such as total station, theodolite, and other necessary equipment.
- The map should be prepared in 1:1000 scale with the following features
 - Should show major contours in 2m interval and minor contour in 0.5m interval
 - Indicate spot levels and contour labels.
 - Indicate all the existing features of the site
 - A comparative study should be done with the cadastral map and should be mentioned clearly in the survey report.
- The final submission of the map should be made in the softcopy with 3 sets of hard copies to the Shuklaphanta Municipality.

3.3 Prepare Detailed Architectural/ Engineering Design

- Prepare a masterplan of the Project Location showing all the existing services and the layout of the proposed structures including proposed landscaping.
- Prepare detailed architectural and engineering design and working drawings for the construction of all the infrastructures.

3.4 Preparation of detailed cost estimates

The consultant shall prepare the detailed quantity estimates, analysis of rates, cost estimates, bill of quantities, technical specifications for the works.

4. Deliverables

The final deliverable and reporting shall be done making the volumes as following:

- 4.1 Design report - Report for Road survey - separate binding report and design and Report for road works - separate binding report
- 4.2 Drawings - Volume 2
- 4.3 Estimating and costing, analysis of rates, specifications, BoQ and tender document- Volume 3

- a. Quantity, Cost Estimates, Analysis of rates, and tender documents

The consultant shall estimate the quantity of applying accepted methods. The cost estimate shall be carried out based on district rates and approved Government Norms. The rate analysis of each item and the tender document for the project execution shall be prepared.

5. Process of finalizing the Deliverables

The consultant shall submit the reports to the Municipality in following sequence:

10.1 Preparation of Draft Report with Conceptual Design

After submission of the inception report, the consultant must make a field visit of the proposed site to conduct needs assessment and observation before the conceptual design and drawings of the proposed construction work is initiated to reflect the ground reality in the design work. The consultant must submit the conceptual design and masterplan of the proposed facility construction within 25 (Twenty-Five) days from the date of the agreement with a draft report defining the process of preparation of conceptual design. Draft report must also include approximate cost estimate of the total project. The draft report must be presented to Municipality and other concerned stakeholders for discussion. The agreed feedback and suggestions received during the presentation must be listed by the consultant to make necessary corrections on the draft designs.

10.3 Preparation of final report (DPR)

After incorporation of the feedback received from the stakeholders meeting, draft final architectural design must be prepared and once again presentation made to Municipality and the stakeholders until an agreement on the draft design is achieved. Once the final draft is agreed the consultant must proceed with finalizing the architectural drawings and based on the final architectural designs the following designs should also be developed.

The final DPR must be submitted with 3 copies of all sets of drawings with soft copy within the 30 (Thirty) days from the date of the agreement. The sets of drawings must include following drawings:

10.4 Time schedule for submission of the Report

Submission Phases	Copies	Time
Final Report	3	Up to 2081/03/15

6. Composition of the Consultant's team

The composition of the consultant's team for the proposed task shall not be limited to as follows:

S. No.	Description	Minimum Qualification
A	Key Experts	
1	Team Leader	Bachelors' degree in Civil Engineering/ Architecture with minimum 3 years of basic experience
2	Civil Engineer	Bachelor in Engineering with minimum 2 year of basic experience

The Key Experts CV is required only for Evaluation.

7. Mode of Payment

The payments shall be made in three installments. Each installment shall be paid only when the required reports are submitted and accepted by the Municipality. In each report, the contents, formats, and copies to be submitted should be strictly maintained as mentioned above. The details of the period for various report submission, payment amount, and the report to be submitted are shown in the following table.

No. of installment	Period	Payment in % of the total contract amount	Report to be submitted
Final	Within completion	100%	Final report (DPR)

8. Client's Input and Counterpart Personnel

Client (MUNICIPALITY) will provide all the available information, studies, reports, and documents relevant to the hospital building design and development to the consultant. Client will also appoint an authorized representative to help the consultant's team to organize discussions and meeting with the related stakeholders for the purpose of development of the DPR and coordinate with concerned authorities to provide access to the consultant's team the construction site and available information.

9. Consultant's Obligations

Consultant is required to review and understand the scope of services and be able to produce the acceptable deliverables as outlined in the TOR. Consultant must organize and manage necessary experts and support staff members transportation and logistics required to complete the proposed DPR and accordingly quote all the financial requirements in their financial proposal.

10. Duration of Services

The intended commencement date for the Consulting Service is up to 2081/03/15 from the date of the agreement.

11. Selection Method

The proposal Submitted will be evaluated on the basis of Least Cost-Based Selection (LCBS).



Financial Proposal Submission Form

[Letterhead of Consultant in case of a Firm]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the applicable local taxes(excluding Value Added Tax).

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:

