



Thalara Rural Municipality
Office of Rural Municipal Executive
Kholi, Bajhang
Sudurpaschim Province Nepal

Invitation Document

For

Technical and Financial Proposal

Of

The Consulting Services for
Preparation of Detailed Project Report for Construction of
Primary Hospital (10-Bed) of Thalara Rural Municipality,
Bajhang

At
Kholi, Bajhang

Contract No: - QCBS/TRM/01/2081/82

FY: - 2081/82



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Introduction and Instructions

1. Instruction to Consultant

The consultant's only the work completed during last five years will be considered while evaluating the firms' experiences. Technical Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as Certificates, official letters, bills, vouchers and necessary commitments wherever applicable. The Curriculum vitae must be supported with relevant academic certificates otherwise marks will not be granted. The consulting firm must include a team leader having minimum qualification mentioned in the evaluation criteria. He/ she must have educational qualification and minimum job experience of 5 years as described in the evaluation criteria. Failing to provide a team leader having these minimum qualification will result in the proposal submitted by **the consulting firm invalid and will not be evaluated**. If other experts designated for the proposed assignment does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated. However if the proposed staffs' quality lacks the minimum criteria, the expert will be awarded zero score. Still if the firm wins the contract, the expert should be replaced with qualified expert. The consultant can form a JV with maximum of three partners only. The consultant should duly sign and stamped in all submitted documents.

2. Instruction for the technical and financial proposal

The proposal shall contain two sealed envelopes:

- a. One sealed envelope with the technical proposal with clear indication of the name of the consulting firm and project name, marked "TECHNICALPROPOSAL"
- b. One sealed envelope with the financial proposal with clear indication of the name of the consulting firm and project name, marked "FINANCIAL PROPOSAL"

Both envelopes shall be sealed in a single envelop and each envelops shall be duly signed and stamped by consultant. Only those financial proposals of the firm shall be evaluated whose technical proposals scores will be equal or above than 70% marks of the total allocated marks in technical proposal. Soundness of the technical and financial proposal shall form a basis for the selection.

Technical proposal shall contain

- i. Brief description of the Consultant's organization and experience on similar assignments and include a description of each assignments in the format provided in the TOR.
- ii. Comments or suggestion on the TOR, services and facilities to be provided
- iii. Methodology and work plan with professionals inputs
- iv. A description of the project team organization, a list of proposed professionals by specialty and their assign tasks
- v. CVs recently signed in **blue indelible ink** by proposed professional personnel



- vi. Estimates of total professionals and support personnel input needed to carry out the assignment supported by a work plan and a manning schedule showing the field and office time proposed for each team member
- vii. Description of the equipment which the Consultant will apply in the assignment
- viii. Technical proposal shall not disclose any information about the financial proposal

Along with the bio data, the copies of certificates of degrees, training certificates attained must be submit as justification documents. For engineers and planners, the Nepal engineering council registration certificate should also be submitted.

Required professional and support staff are given below. The qualifications and experiences of the professional personnel should meet the minimum criteria as mentioned in the evaluation criteria for technical proposal.

- a) Team Leader /Architect
- b) Structural Engineer
- c) Architect
- d) Civil Engineer/ Quantity Surveyor
- e) Sub Engineer/Draft Person

3. Pre-bid meeting

A pre-bid meeting will be held at Thalara Rural Municipality, Kholi, Bhajhang as per Notice. The purpose of the pre-bid meeting will be to familiarize the Consultant about the project and the TOR, along with clarifying issues and answering questions on any matter that may be raised at the stage. Thalara Rural Municipality will appreciate the bidders to take interest; however, non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.



Request for Proposals

Country: Nepal

Title of Consulting Services: Preparation of Detailed Project Report of Primary Hospital (10-Bed) of Thalara Rural Municipality, Kholi, Bhajhang

Office Name: *Thalara Rural Municipality*
Office Address: *Kholi, Bhajhang*

Financing Agency: Thalara Rural Municipality, Kholi, Bhajhang.



Section 1. Letter of Invitation

Date of First Publication: 2081-09-16

Notice No.: 43/2081-82

Request for Proposal (RFP) for the Consulting Services for Preparation of Detailed Project Report for Construction of Primary Hospital (10-Bed) of Thalara Rural Municipality, Bajhang

Contract No: QCBS/TRM/01/2081/82

1. Office of Thalara Rural Municipality, Bajhang invites proposals to provide consulting Services for Preparation of Detailed Project Report for Construction of Primary Hospital (10-Bed) of Thalara Rural Municipality Kholi, Bhajhang. Details of the services are provided in the Terms of Reference (TOR) available at *Office of Thalara Rural Municipality, Bajhang* and Website: thalaramun.gov.np
2. The Request for Proposal (RFP) has been addressed to the eligible consulting firms in-listed in the consulting service provider list of Office of Thalara Rural Municipality Kholi, Bhajhang. Cost for in-listing firm in the consulting service provider list is Rs 2000/- (non-refundable). Detail of bank account is as follows:
Bank Name: Kumari Bank Ltd.
Account No.: 1840102612300001
Account Name: THALARA GA.PA. ANATRIK RAJASWO KHATA GA 1.1
Revenue Code: 14229
3. Last date of submission of proposal will be 2081/10/02 before 4:00 PM. Proposals after this date will not be accepted. Date of opening of proposal will be 2081/10/02 on 4:30 PM.
4. The original of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL 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.
5. The RFP includes the following documents:
Section 1 - Letter of Invitation
Section 2 - Information to Consultants
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Section 6 - Standard Forms of Contract.
6. In case of a joint venture (JV), the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV.
7. Procedure will follow Public Procurement Act 2063 (Latest Amendment) Public Procurement Regulation 2064 (Latest Amendment).

Yours sincerely,

Mr. Prayag Raj Padhya
Chief Administrative Officer

Section 2. Information to Consultants

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among eligible consultant listed in the service provider list of consultant 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 Office of Thalara Rural Municipality, Bajhang policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - a. A consultant, who has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
- 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the Office of Thalara Rural Municipality, Bajhang 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 Office of Thalara Rural Municipality, Bajhang'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 Office of Thalara Rural Municipality, Bajhang:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
 - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
 - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
 - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by Office of Thalara Rural Municipality, Bajhang 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 Proposal**
- 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. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
 - iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
 - v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
 - vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
 - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
 - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
 - v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
 - vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
 - vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
 - viii. Any additional information requested in the Data Sheet.
- 3.5 The Technical Proposal shall not include any financial information.
- Financial Proposal**
- 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 and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- 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 is 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 (QCBS,QBS,FBS, LCBS))

- 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 (CBS Only)

- 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 Financial Proposals (QCBS , FBS,LCBS)

- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

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

- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.
- 7. Award of Contract**
- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
- 8. Confidentiality**
- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who



submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
 - b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice
 - d. Interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
 - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

- 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.

Information to Consultants

DATA SHEET

**Clause
Referen
ce**

| | |
|------|---|
| 1.1 | The name of the Client is: <u>Thalara Rural Municipality</u> The method of selection is: QCBS |
| 1.2 | The name, objectives, and description of the assignment are: Name : Preparation of Detailed Project Report of Primary Hospital (10-Bed) of Thalara Rural Municipality, Bajhang Objectives: <i>Refer TOR</i> Description: <i>Refer TOR</i> |
| 1.3 | A pre-proposal conference will be held: NO The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: Thalara Rural Municipality Address: Thalara Rural Municipality, Kholi, Bajhang |
| 1.4 | The Client will provide the following inputs: As per TOR |
| 1.10 | The clauses on fraud and corruption in the Contract are: <i>As per PPMO guidelines and prevailing laws of Procurement Act and Regulations of Nepal.</i> |
| 2.1 | Clarifications may be requested 3 days before the submission date The address for requesting clarifications is Thalara Rural Municipality, Kholi, Bajhang |
| 3.1 | Proposals should be submitted in the following language(s): <i>English or Nepali</i> |
| 3.3 | (i) Consultants/entity may associate with other consultants: Yes (ii) The estimated number of professional staff-months required for the assignment is: Refer TOR (iii) The minimum required experience of proposed professional staff is: Refer TOR (vi) Reports that are part of the assignment must be written in the following language(s): English/Nepali |
| 3.4 | (vii) Training is a specific component of this assignment: No (viii) Additional information in the Technical Proposal includes: <u>Refer TOR</u> |

| | |
|------|--|
| 3.9 | Proposals must remain valid 60 days after the submission date. |
| 4.3 | Consultants must submit an original copy of each proposal and quality assurance plan . |
| 4.4 | The proposal submission address: Thalara Rural Municipality, Kholi, Bajhang Information on the outer envelope should also include :as per notice |
| 4.5 | Proposals must be submitted no later than: 2 nd Magh, 2081 before 4:00 pm |
| 5.1 | The address to send information to the Client is Office of Thalara Rural Municipality, Kholi Bajhang . |
| 5.3 | <p>The number of points to be given under each of the evaluation criteria are: Points</p> <ul style="list-style-type: none"> i. Work experience of the consultants related to the assignment- 30 General experience - 10 Specific experience - 10 Similar Geographical Experience - 10 ii. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (work plan, Methodology as per EPR procedure, understanding matter of subject and district profile) -30 iii. Qualifications and competence of the key staff for the assignment as per TOR - 40 <p>Total Points: - 100</p> <p>The minimum technical score required to pass: 70 Points.</p> |
| 5.8 | The fixed Budget Ceiling for the assignment is : NA |
| 5.10 | <p>The formula for determining the financial scores is the following: [Either $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]</p> <p>The weights given to the technical and Financial Proposals are:</p> <p>T (Technical Proposal) = 0.8</p> <p>P (Financial Proposal) = 0.2</p> |
| 6.1 | The address for negotiations is: <u>Thalara Rural Municipality, Kholi, Bajhang</u> |
| 7.6 | The assignment is expected to Commence on Magh, 2081 at Thalara Rural Municipality, Kholi, Bajhang . |



**Thalara Rural Municipality
Kholi, Bhajhang**

**Preparation of Detailed Project Report of Primary Hospital (10-Bed) of Thalara Rural
Municipality, Bajhang**

STANDARD REQUEST FOR PROPOSALS

RFP No: QCBS/TRM/01/2081/82

INFORMATION TO CONSULTANTS

BREAKDOWN OF AGREED FIXED RATES¹

| Consultants | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------|----------|-------------------------|-----------------------------|------------------------|----------|-------------------|--|-------------------------------|
| Name | Position | Basic Rate ² | Social Charge (__% of 1) | Overhead (__% of 1) | Subtotal | Fee (__% of 4) | Away from Headquarters Allowance (__ % of 1) | Total Agreed Fixed Rate |
| Field Assignment | | | | | | | | |
| | | | | | | | | |
| Home Office | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Signature of Consultant: _____

Date: _____

Authorized Representative: _____

Name: _____

Title: _____

¹ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

² Per month, day, or hour as appropriate.



Section 3. Technical Proposal - Standard Forms

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



3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Thalara Rural Municipality
Kholi, Bhajhang

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Preparation of Detailed Project Report of Primary Hospital (10-Bed) of Thalara Rural Municipality, Bajhang in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



3B. CONSULTANT'S 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/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

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

Consultant's Name: _____



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



3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

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

| 2. Support Staff | | |
|------------------|----------|------|
| Name | Position | Task |
| | | |
| | | |
| | | |
| | | |



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

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

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.

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

Full name of staff member: _____

Full name of authorized representative: _____



3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

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

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____



3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

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

B. Completion and Submission of Reports

| Reports | Date |
|---|------|
| 1. Inception Report | |
| 2. Interim Progress Report (a) First Status Report (b) Second Status Report | |
| 3. Draft Report | |
| 4. Final Report | |



Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursable per activity.
- 4F. Miscellaneous expenses.



4A. FINANCIAL PROPOSAL SUBMISSION FORM

To:

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for : Preparation of Detailed Project Report of Primary Hospital (10-Bed) of Thalara Rural Municipality, Bajhang in accordance with your Request for Proposal dated.....and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of..... This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at.....

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.,.....

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

We remain,

Yours sincerely,

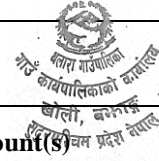
Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

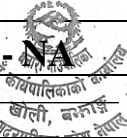
4B. SUMMARY OF COSTS- NA



| Costs | Amount(s) |
|------------------------------------|-----------|
| Subtotal | |
| Total without VAT | |
| Value Added Tax | |
| Total Amount of Financial Proposal | |

4C. BREAKDOWN OF PRICE PER ACTIVITY - NA

| | |
|------------------------|--------------------|
| Activity No.: _____ | Description: _____ |
| Price Component | Amount(s) |
| Remuneration | |
| Reimbursable | |
| Miscellaneous Expenses | |
| Subtotal | _____ |



4D. BREAKDOWN OF REMUNERATION PER ACTIVITY AND LAB TEST - NA

| Activity No. _____ | | Name: _____ | | |
|--------------------|----------|--------------------|-------------------------|--------|
| Names | Position | Input person-month | Remuneration Rate (Rs.) | Amount |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grand Total | | | | |

4E. REIMBURSABLE PER ACTIVITY - NA

| Activity No: _____ | | | | Name: _____ | |
|--------------------|----------------------------|------|----------|-----------------|---------------------|
| No. | Description | Unit | Quantity | Unit Price (Rs) | Total Amount In Rs. |
| 1. | Local transportation costs | | Lump sum | | |
| 2. | Office rent/accommodation | | | | |
| 3. | Clerical assistance | | Lump sum | | |
| | Grand Total | | | | |

4G. MISCELLANEOUS EXPENSES - NA

| Activity No. _____ | | | Activity Name: _____ | | |
|--------------------|--------------------------------------|-------|----------------------|-----------|--------------|
| No. | Description | Unit | Quantity | Unit Rate | Total Amount |
| 1 | Communication cost | month | | | |
| 2 | Drafting, reproduction of reports | No. | | | |
| 3 | Equipment: vehicles, computers, etc. | month | | | |
| | Grand Total | | | | |



Section 5. Evaluation Criteria

5A. Eligibility and Completeness Test

| S.N. | Criteria Title | Compliance Yes/No |
|------|---|-------------------|
| 1. | Corporate Registration Certificate | |
| 2. | VAT/PAN Registration. | |
| 3. | Tax Clearance/ Letter of Time Extension for Tax Return Submission of F/Y 2080/81. | |
| 4. | EOI Form 1: Letter of Application | |
| 10. | EOI Form 2: Applicant's Information Form | |
| 6. | EOI Form 3: Experience (3(A) and 3(B)) | |
| 7. | EOI Form 4: Capacity | |
| 8. | EOI Form 10: Qualification of Key Experts | |
| 9. | Power of Attorney in case if JV. | |
| 10. | Self-Declaration | |
| 11. | Adherence to code of ethics and Anti-corruption Policy. | |
| 12 | The Lead firm must have Minimum 10 years of Experience. | |

5B. Qualification

| SN | Description | Person | Minimum Qualification |
|----|------------------------|--------|---|
| | Key Expert | | |
| 1 | Team Leader /Architect | 1 | Bachelor in Architecture and master's degree in architecture/ urban planning / urban design/housing with minimum 7 years of experience in the related field <u>Maximum Marks = 10</u> |
| 2 | Structural Engineer | 1 | Masters in Structural/Earthquake Engineering with a minimum of 7 years of experience in the related field <u>Maximum Marks = 8</u> |
| 3 | Architect | 1 | The architect must have a Bachelors' degree in Architecture and a minimum of 6 years of experience in the related field. <u>Maximum Marks = 7</u> |



| | | | |
|---|----------------------------------|---|--|
| 4 | Civil Engineer/Quantity Surveyor | 1 | Civil Engineers must have a Bachelors' degree in Civil Engineering and a minimum of 5 years of experience in the related field. <u>Maximum Marks = 7</u> |
| 5 | Sub Engineer/Draft Person | 2 | Diploma in Civil Engineering and 3 years relevant experience after diploma <u>Maximum Marks = 8</u> |

Score: 40

5C. Experience

| S.N. | Criteria | Minimum Requirement |
|------|---|---|
| 1. | General Experience of the Consulting Firm | Experience in Preparation of any engineering consultancy service successfully completed within last 7 years. Maximum Marks 10 |
| 2. | Specific Experience of the consulting Firm | Experience in Detailed Engineering Survey Design of 10 Bed Hospital Building (minimum) within last 7 years. Maximum Marks 10 |
| 3. | Similar Geographical Experience of the consulting Firm. | Experience in Preparation of any engineering consultancy service successfully completed within last 7 years in the Similar Geographic Region. (Hilly or Mountain Region of Nepal) Maximum Marks 10 |

Score: 30

5D. Approach and Methodology

| S.N. | Criteria | Minimum Requirement |
|------|------------------------------------|---|
| 1 | Understanding the Objective of TOR | <ul style="list-style-type: none"> • Good (10 marks) • Fair (7 marks) • Satisfactory (4 marks) |
| 2 | Work Plan & Manning Schedule | <ul style="list-style-type: none"> • Good (10 marks) • Fair (7 marks) • Satisfactory (4 marks) |
| 3 | Approach and Methodology | <ul style="list-style-type: none"> • Good (10 marks) • Fair (7 marks) • Satisfactory (4 marks) |

Score: 30



Thalara Rural Municipality
Office of Rural Municipal Executive
Kholi, Bajhang
Sudurpashchim Province, Nepal

Terms of Reference (ToR)
For
Preparation of Detailed Project Report for Construction of
Primary Hospital (10-Bed)
Thalara Rural Municipality, Bajhang

2081, Poush



1. Introduction

Thalara Rural Municipality, Bajhang in the fiscal year 2081/82 in its annual planning has proposed the construction of primary hospital (10-Bed) Type B2 in ward number 6. In line with the proposed plan Thalara Rural Municipality, Bajhang seeks to outsource the consulting services for preparation of project detailed project report (DPR). In order to outsource the competent Consulting firm this Terms of Reference (ToR) has been prepared for the preparation of the detailed project report for the 10 bedded primary level Type B2 hospital in Thalara Rural Municipality.

2. Objectives

The main objective of the ToR is,

- To procure a consultancy service for the preparation of the detailed project report (DPR) of 10 bedded primary level Type B2 hospital

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

- Carrying out detailed need assessment.
- Conduct topographical survey of the proposed hospital building project site
- Carrying out the detailed geotechnical investigations, and possible multi-hazard risk assessment of the project site and incorporate the findings in the design process to make the construction multi-hazard resilient.
- Preparation of detailed architectural design and drawings, structural design and drawings, electrical design and drawings, sanitary design and drawings and HVAC design and drawings of the proposed hospital building in compliance with Nepal National Building Code (NNBC), Health Building Infrastructure Design and Construction Guidelines 2074 B.S, MoHP, instructions received from Federal Ministry of Health and Population (MoHP) if any and other national/international codes and standards/guidelines.
- Preparing the detailed quantities and cost estimates, analysis of rates, technical specifications, and Bill of Quantities (BOQ) and tender documents for the proposed hospital building project.

3. Scope of the work

The consulting firm under this terms of reference (TOR) will be required to prepare the DPR in close coordination with the authorities from Thalara Rural 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 consult 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
 - Should incorporate at least 4 nos. of land profile and cross-section 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 Thalara Rural Municipality

3.2 Detailed Geotechnical Investigations & Possible Multi-hazards Risk Assessment

3.2.1 Scope of geotechnical investigations shall be as follows:

- Borehole advancement to 15 meters at least 3 locations. The number of holes will be decided as per the provisions made in the Building Byelaws 2064 and 2072 B.S
- Standard penetration tests (for Dynamic Cone penetration; if required) at 1.5 m interval;
- Collection of disturbed samples at a regular interval
- Collection of at least two undisturbed samples in each bore holes
- Groundwater table observation
- Laboratory test and analysis of data to determine the engineering properties;
- Technical report of the investigation work;
- Predict liquefaction of soil strata and recommend necessary preventive measures against liquefaction;

The above-mentioned depths and number are indicative. The Consultant shall decide the required depth of soil investigation according to the field condition and design parameters.

3.2.2 Scope of Multi-hazards Risk Assessment shall be as follows:

The Consultant shall conduct a study on assessment of possible risks/hazards of the proposed site based on the primary and secondary data.

- Conduct hydro-metrological studies.
- Land use condition and watershed management
- Conduct study of past disasters events in the proposed region
- Identify the possible risks and its recommendations for mitigation measures



3.3 Prepare Detailed Architectural / Engineering Design

Architectural and all Engineering Design including Structural, Electrical, Sanitary, and HVAC

- Prepare a masterplan of the Hospital 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 buildings and supporting infrastructures. The detailed drawings must include architectural, structural, electrical, water supply and sanitary and HVAC including the landscape design in compliance with the prevailing Nepal National Building code, Health Building Infrastructure Design and Construction Guidelines, MoHP 2074 B.S, instructions received from Ministry of Health and Population (MoHP) if any and other relevant national/international code and practices.
 - Building structure includes
 - 10 bed primary hospital type B2 comprising the facilities as provisioned Nepal Health Infrastructure Development Standards (NHIDS) 2074 B.S and Minimum Service Standard (MSS) 2076 B.S.
 - Other infrastructures and services
 - Access Road and drainage works,
 - Compound wall
 - Retaining wall,
 - MGPS (Medical Gas Plant System) if required in consultation with MUNICIPALITY,
 - The water treatment plant if required in consultation with MUNICIPALITY,
 - Hospital waste management area,
 - Landscaping including parking areas and garages for ambulance,

3.4 Preparation of detailed cost estimates and procurement documents

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

4. Deliverables

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

- 4.1 Survey Design report – Volume 1
- 4.2 Geotechnical Soil investigation report – Volume 2
- 4.3 Design and Drawings – Volume 3
 - 4.3.1 Architectural design
 - 4.3.2 Structural Design



4.3.3 Sanitary Design

4.3.4 Electrical Design

4.3.5 HVAC Design

4.3.6 Landscape design

4.4 Estimating and costing, analysis of rates, specifications, BoQ and tender document-
Volume 4

Detail requirements of the design, drawings and reports are listed below:

a. Architectural Working Drawings

- Site plan (1:200) (must show at least site layout, setbacks, land uses and features of land around the site, spot levels and contours, pavement and landscaping work, location of services (water tank, soak pit, septic tank, and placenta pit), entrance gate, north orientation, fencing, etc.
- Floor plans (1:100)
- Furniture layout plans (1:200)
- Finishing schedule plans (1:200)
- Four side Elevations (1:100)
- 3D
- Longitudinal sections (at least from two direction cutting staircase)
- Door and window schedule with counts and detailed drawings and specifications.
- Typical wall section details
- Blow up Details (Staircase; toilets; sill, lintel, parapet, overhangs, ducts, expansion joint, flooring, roofing and counter detail; low walls or partitions detail; handrail; any other if required to illustrate any design idea other than mentioned here need to be prepared.
- Blow up details and sections should be cross-referenced with the related small-scaled drawings and Key plans.
- Design Report

b. Detail Structural Working Drawings

- Detailed Drawing of foundation (Isolated, combined or raft/ pile if necessary)
- Column Layout plans, Column Details
- Beam-Column Junction Details
- Water Tank detail and drawing
- Tie Beam, Toe wall, Sill Band, Lintel Band & parapet band detail drawing
- Beam Layout plan
- Beam sections
- Slab Reinforcement Details
- Staircase Details
- Other Roofing like Truss details if required
- Ramp details
- Retaining wall detail
- Other necessary details as required
- Design report

c. Detailed Electrical Design and Drawings

- Lighting and fan layout plan
- Power (general and AC point) layout plan
- Telecommunication and networking cable layout plan
- Power backup system plan
- Sound system plan
- Fire alarm system
- AC unit plan
- Lightning arrester and earthing detail
- Main Distribution and distribution board design (single line diagram)
- A sheet of drawings specifying the standard dimension and position for the placement of the switches, plug sockets, height of hanging light, or wall light.
- Design report

d. Detailed Water Supply, Sanitary and firefighting System Design and Drawings

- Soil and waste pipe layout plan (specifying required slope)
- hot water and cold-water layout plan
- Rainwater harvesting plan and details.
- Section details of piping at the critical locations such as ducts bends etc.
- Isometric illustrations for the piping
- Toilets and other sanitary fixtures layout plan
- Blowup sections showing fixtures specifying height from the floor and floor slopes.
- Septic tank and soak pit details
- Storm-water flow in the site plan.
- A sheet of drawings specifying the standard dimension and position for the placement of the fixtures and fittings.
- Firefighting system
- Design report

e. Detailed HVAC Design and Drawings

- Ducting and outlet layout plan
- AC unit plan
- A sheet of drawings specifying the standard dimension and position for the placement of the ducts, joints, and fixing details.
- Design report

f. Detailed Landscape Design and Drawings

- Landscape plan layout
- 3D visualization
- Working details of landscape furniture, pavements, curbs, etc.
- Design report explaining the design concept and specifications of the items.
- A sheet of drawings specifying the standard dimension and position.

g. Design Report

The consultant shall submit a detail engineering survey report, geotechnical investigations report, architectural design process report, structural design analysis report, electrical design



report, and sanitary design report as part of the DPR.

h. Specification

The consultant shall submit the detailed specification of all the above-mentioned works.

i. 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 Inception Report

This is the preliminary report. The inception report is expected to broadly outline the format of the final report. This will enable the consultant the opportunity to organize and define the course of actions for the preparation of proposed DPR. In pursuance to enhance a greater knowledge base and receive expert views on the different activities of the proposed study, the consultant is required to hold interactions with experts as well as key personnel of the proposed hospital. This report should include the site survey report, geo-technical site investigation report and multi-hazard risk assessment report with detailed methodology. Any practical comment and required modification to the TOR must be clearly stated in the report so that necessary actions can be initiated. A detailed work schedule must also be submitted along with this report. The inception report shall be submitted in two copies within 7 (Seven) days from the date of the agreement.

10.2 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 35 (Thirty 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 presentation meeting will be organized by Municipality. 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 7 copies of all sets of drawings with soft copy within the 60 (Sixty) 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 |
|-------------------------------------|--------|------------------------------------|
| Inception Report | 2 | 7 days from the date of Agreement |
| Draft Report with Conceptual Design | 2 | 35 days from the date of Agreement |
| Final Report | 7 | 60 days from the date of Agreement |

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:

| SN | Description | Person | Person month | Minimum Qualification |
|----|----------------------------------|--------|--------------|---|
| | Key Expert | | | |
| 1 | Team Leader /Architect | 1 | 2 | Bachelor in Architecture and master's degree in architecture/ urban planning / urban design/housing with minimum 7 years of experience in the related field |
| 2 | Structural Engineer | 1 | 1.2 | Masters in Structural/Earthquake Engineering with a minimum of 7 years of experience in the related field |
| 3 | Architect | 1 | 1.2 | The architect must have a Bachelors' degree in Architecture and a minimum of 6 years of experience in the related field. |
| 4 | Civil Engineer/Quantity Surveyor | 1 | 1.2 | Civil Engineers must have a Bachelors' degree in Civil Engineering and a minimum of 5 years of experience in the related field. |
| 5 | Sub Engineer/Draft Person | 2 | 1 | Diploma in Civil Engineering and 3 years relevant experience after diploma |
| | Non-Key Expert | | | |

| | | | | |
|---|--------------------------|---|-----|--|
| 1 | DRR Expert | 1 | 0.5 | Masters in Earthquake Engineering/ Structural Engineering/ DRR/ DRM /climate change and a minimum of 3 years of experience in the related field. |
| 2 | Electrical Engineer | 1 | 0.5 | Bachelor's degree in Electrical Engineering and a minimum of 3 years of experience in the related field. |
| 3 | Civil/ Sanitary Engineer | 1 | 0.5 | Bachelor's degree in Civil/ Sanitary Engineering or any other related field and a minimum of 3 years of experience in the related field. |
| 4 | HVAC Expert | 1 | 0.5 | Bachelor's degree in mechanical engineering or any other related field and a minimum of 3 years of experience in the related field. |
| 5 | Procurement Expert | 1 | 0.5 | Bachelor's degree in Civil Engineering / Masters in Construction management or any other related field and a minimum of 3 years of experience in the preparation of procurement document/ related field. |

The Key Experts CV is required only for Evaluation.

7. Mode of Payment

The payments shall be made in a single installment. Final installment shall be paid only when the required reports are submitted and accepted and approved by Ministry of Health and Population and Municipality. In each report, the contents, formats, and copies to be submitted should be strictly maintained as mentioned above.

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 Magh 2081 (Approximately) and the period of execution of the contract will be 60 days from the date of agreement.



Adherence to Code of Ethics and Adherence to Anti-Corruption Policy

Commitment for code of ethics

We follow the following code of ethics and committed for:

- We consider humankind as a family, hence we do not discriminate any one by religion, cast and gender.
- As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
- As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not published or given or made available to anyone.
- We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
- Being a legal entity, the company understand, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

.....

Authorized Signature in blue ink:
Name and Title of Signatory: Name
of Consulting Firms:

Seal of Consulting Firm:
Address:

Note: If you agree on the above statement, please sign to indicate your commitment.

Commitment for adherence to anti-corruption policy:

We, incorporated under Nepal Company Act, are a legal body and we fully abide by the laws of the land. Our policies prohibit offering and kind of bribes to anyone in the course of obtaining contract. All the officials in the company are fully committed to abide by the act.

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Authorized Signature in blue ink:
Name and Title of Signatory: Name
of Consulting Firms:

Seal of Consulting
Firm: Address: