

FORM TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name, Nationality	Expert's									Total time-input (in Months)			
	and DOB	Positio n		D-1	D-2	D-3			D			Home	Field	Total
KEY	EXPERTS													
	rnational							_			_			
I/- I	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home] [Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0]				+	-			
K-2	e.g., Mr. Xxxyyy, USA, 20.04.1969}									-				
K-3										-				
Natio	onal										_			
										+	+-			
n											+			
					1			٦	Subtotal		_			
NON	N-KEY EXPERTS							_						
			[Home]					П			T			
N-1			[Field]	1							1			
N-2								-			 			
					-						+			
n											+			
								Н	Subtotal				-	
								- 1	Juniotai					-

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- For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- Months are counted from the start of the assignment/mobilization. 3 "Home" means work in the office in the expert's place of residence. "Field" work means work carried out in the site.



Full time input
Part time input



CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}	
Name of Firm	Insert name of firm proposing the expert	
Name of Expert:	{Insert full name}	
Date of Birth:	{day/month/year}	
Citizenship		

Citizenship)	(adj/iiioiii	in your	
Education educations	a: {List college/universial institutions, dates atte	ty or oth ended, de	er specialized educa egree(s)/diploma(s) o	ation, giving names of btained}
positions by performed and empl	ent record relevant to rse order. Please provineld, type of employmen and location of the ass oying organization(s) nt that is not relevant to	ide dates <i>t (full tim</i> ignment, who c	s, name of employing ne, part time, contract and contact informat an be contacted	organization, titles of ual), types of activities tion of previous clients for references. Past
Period	Employing organization your title/position. Collinformation for referen	ntact	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005- present]	[e.g., Ministry of, advisor/consultant to			are the real grant and
	For references: Tel mail; Mr. Bbbbbb, d minister]			
Membersh	nip in Professional As	sociatio	ns and Publications	:
Language	Skills (indicate only la	anguage	es in which you can	work):



Adequacy for the Assignment:

7,400	
Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle
{List all deliverables/tasks as in TECH- 5	
in which the Expert will be involved)	
Expert's contact information: (e-mail)
Contifications	

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- Certification:
- I, the undersigned, certify to the best of my knowledge and belief that
- (i) This CV correctly describes my qualifications and experience
- (ii) I amnot a current employee of the GoN
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment
- (v) I am not currently debarred by a multilateral development bank (In case of DP funded project]
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

(vii) I declare that Corruption Case is not filed against me.

I understand that any willful misstatement described herein madismissal, if engaged.	y lead to my disqualification o
ro:	Date:
[Signature of expert]	Day/Month/Year
	Date:
[Signature of authorized representative of the firm]	Day/Month/Year
Full name of authorized representative:	

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Section 4. Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Other Expenses, Provisional Sums



{Location, Datc}

To:	[Name and address of	Client]		
Dear	· Sirs:			
assig Tech	We, the undersigned, gnment] in accordance w inical Proposal.	offer to provide the vith your Request for	consulting services for [Insert title Proposal dated [Insert Date] and	o ou
Adde	amount(s) currency(ies)}	{Insert amount(s) in	mount of {Indicate the corresponding words and figures}, excluding Valease note that all amounts shall be	lue
resul i.e. b	Our Financial Propositing from Contract negoti efore the date indicated in	ations, up to expiratio	upon us subject to the modification of the validity period of the Propos Data Sheet.	ons sal,
party we a	Commissions, gratuitie relating to preparation o re awarded the Contract,	r submission of this F	pe paid by us to an agent or any ot Proposal and Contract execution, pai	her d if
N:	ame and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity	
gratu	ities or fees have been of Proposal and, in the case	r are to be paid by us of award, Contract ex	owing statement: "No commissions, to agents or any other party relating recution."} any Proposal you receive.	to
	We remain,		,	
	Yours sincerely,			
	Authorized Signature {In Name and Title of Signature and Title of Signature and In the capacity of:	atory:		



	क्रिकाका क्रिक	
	भागा दोलखा	
Address:	मती प्रदेश, नेपाल	
E-mail:	. 10.000	

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}

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FORM FIN-2 SUMMARY OF COSTS

ltem	Cost {Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet. Payments will be made in the currency(ies) expressed. Delete columns which are not used.}									
,	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (16.4 Data						
Competitive Components										
Remuneration, Key Experts			1							
Remuneration, Non-Key Experts										
Reimbursable Expenses										
Sub-Total										
Non-Competitive Components										
Provisional Sums										
Sub-Total										
Total Cost of the Financial Proposal ¹										
Value Added Tax (VAT)										

CAT)

Should match the amount in Form FIN-1.



FORM FIN-3 BREAKDOWN OF REMUNERATION 2

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Nationali ty	Currenc	Person- month Remunerati on Rate (Home)	Time Input in Person/Mont h (from TECH- 6) (Home)	{Currency	{Currency	{Currency	{Local Currency-
No.	Position (as in TECH-6)	Firm	У	Person- month Remunerati on Rate (Field)	Time Input in Person/Mont h (from TECH- 6) (Field)	1- as in FIN-2}	2- as in FIN-2}	3- as in FIN-2}	as in FIN- 2}
	KEY EXPERTS (Internation	nal) ³							
1.									
2.									
		Sub-Total	Costs						
	KEY EXPERTS (National)								
1.									
2.									
		Sub-Total	Costs						
	Total Costs: Key			and National)					
	NON-KEY EXPERTS/SUPP								
1.									
2.									
۷.									

In the case of selections that do not include cost as an evaluation factor (i.e., QBS, CQS, and SSS), the Client may use an expanded version of this Form to add columns to request social charges, overhead, other charges (such as premium for field assignments in difficult locations) and the multiplier.

As identified in the Summary and Personnel Evaluation Sheet.



Total Costs: Non-Key Experts/Support Staff	
TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF	

CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES (EXPANDED FORM TO FIN-3 - QBS)

(EXPRESSED IN [INSERT NAME OF CURRENCY*])

			,		L		OI COMMENT	. 1/		
Pers	onnel	1	2	3	4	5	6	7	8	
Name	Position	Basic Remuneration Rate per Working Month/Day/Yea r	Social Charges	Overhea d ¹	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hou	
Home	Office									
-,-										
									E	
Client's	Country									
									· ·	

^{*} If more than one currency is used, use additional table(s), one for each currency



Expressed as percentage of 1
 Expressed as percentage of 4

Sample Form

Consultant: Assignment: Country: Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and

. ,	said factors of profit-sha		and	social	charges	do	not	include	any	bonuses	or	other
[Name	of Consultant]		2									

[Name of Consultarity		
Signature of Authorized Representative	 Date	
Name:	_	
Title:		





FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

Type of Expenses, Provisional Sums	Quantit y	Unit	Currency	Unit Price	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as ir
Reimbursable Expenses								FIN-2}
{e.g., Per diem allowances}	{Day}				T			
{e.g., International flights}	{RT}							
{e.g., In/out airport transportation}	{Trip}							
{e.g., Communication costs}	(p)							
{ e.g., reproduction of reports}								
{e.g., Office rent}								
	Sub-T	otal: B	eimbursable	-				
Provisional Sums	Oub-1	otal. K	embursable	Expenses				
Item 1								
Item 2								
		-						
			otal: Provisio					
Total: Reir	nbursable l	Expens	es + Provisio	onal Sums				

^{*} Provisional Sums must be expressed in the currency indicated in the data sheet.



[This section contains the list of eligible countries. Select one option, either GoN Funded or DP Funded.]

For GoN funded: [select one option as appropriate]

For the purpose of National shortlisting: "Nepal"; or

For the purpose of International Shortlisting: "all Countries"

For DP funded: attach list as per their list of eligible countries



गमती प्रदेश, नेपाल Section 6. Corrupt and Fraudulent Practices

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["Notes to the Client": The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP's policy on corrupt and fraudulent practices]

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

- defines, for the purposes of this provision, the terms set forth below as follows:
 - practice" means the offering. giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - (iv) "obstructive practice" means:
 - (aa)deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under Clause GCC 25.2.
- will reject a proposal for award if it determines that the consultant recommended b. for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- will cancel the consultant's contract if it at any time determines that corrupt or C. 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 blaclist a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- will have the right to require that, a provision be included requiring consultants to e. permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

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Section 7. Terms of Reference

- (a) Background and objective of the assignment to be performed by the consultant,
- (b) Scope of the consultant and the assignment to be performed by him/her,
- (c) If the study and the basic data concerning the assignment is available, details thereof,
- (d) If the consultant is required to transfer any knowledge or skill to the Public Entity, details thereto,
- (e) If training is to be provided, number of the employees to be trained,
- (f) The functions and qualifications of the key personnel of the consultant and the estimated time required for the work to be performed by them,
- (g) Time for commencement and completion of assignment by the consultant,
- (h) Details of the information, physical facilities and equipment to be provided by Public Entity to the consultant, and
- (i) Details of the report, data, drawing and survey report etc. to be submitted by the consultant.

Attached Here with

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Baiteshwor Rural Municipality Padudanda, Dolakha

Terms of Reference (ToR)

For

Preparation of Detailed Project Report for ConstructionOf

Primary Hospital (15-Bed)

2077, Mangsir



1. **Introduction**

Baiteshwor Rural Municipality in the fiscal year 2077/78 in its annual planning and budgeting has proposed the construction of primary hospital (15-Bed) Type B1 in ward number 5. In line with the proposed plan Rural Municipality 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 15bedded primary level Type B1 hospital in Baiteshwor 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 15 bedded primary level Type B1 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 Baiteshwor Rural Municipality. The consulting should deliver the following documents and services emphases in the process of the preparation of the final DPR.

1. 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 in1:1000 scale with the following features

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- o Should show major contours in 2m interval and minor contour in 0.10m interval
- o Indicate spot levels and contour labels.
- o Indicate all the existing features of the site
- Should incorporate at least 4 nos, of land profile and cross-section of the



- 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 Rural Municipality

2. 3.2 Detailed Geotechnical Investigations & Possible Multi-hazards Risk Assessment

1. 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 1.10 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 depth sand 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. 3.3 Prepare Detailed Architectural / Engineering Design

26. 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
 - 15 bed primary hospital type B1 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 RURAL MUNICIPALITY,
 - The water treatment plant if required in consultation with RURAL 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

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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 snow 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

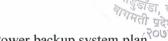
b. Detail Structural Working Drawings

- 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

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- 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 fire fighting 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
- Stormwater 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.

Design Report g.

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.

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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 Rural Municipality in following sequence:

4. 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 30(Thirty) days from the date of the agreement.

5. 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 60 (Sixty) 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 Rural Municipality and other concerned stakeholders for discussion. The presentation meeting will be organized by Rural Municipality. The agreed feedback and suggestions received during the presentation must be listed by the consultant to make necessary corrections on the draft designs.

6. 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 Rural Municipality and the stakeholders until an agreement on the draft design in 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.

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The final DPR must be submitted with 5 copies of all sets of drawings with soft copy within the 90(Ninety) days from the date of the agreement. The sets of drawings must include following drawings:

7. 10.4 Time schedule for submission of the Report

Submission Phases	Copies	Time
Inception Report	2	30days from the date of Agreement
Draft Report with Conceptual Design	2	60 days from the date of Agreement
Final Report	10	90 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	3	Master's degree in architecture/ urban planning / urban design/housing with minimum 7 years of experience in the related field.
2	Structural Engineer	1	1.5	Masters in Structural/Earthquake Engineering with a minimum of 7 years of experience in the related field
3	Architect	1	1.5	The architect must have a Bachelors' degree in Architecture and a minimum of 6 yrs of experience in the related field.
4	Civil Engineer/Quantity Surveyor	1	1.5	Civil Engineers must have a Bachelors' degree in Civil Engineering and a minimum of 5 yrs of experience in the related field.
5	Sub Engineer/Draft Person	2	1	Diploma in Civil Engineering and 3years relevant experience after diploma
_	Non-Key Expert			,
1	DRR Expert	1	0.75	Masters in Earthquake Engg/ Structural Engg/ DRR/ DRM /climate change and a minimum of 3 yrs. of experience in the related field.
2	Electrical Engineer	1	0.75	Bachelor's degree in Electrical Engineering

		100	प्राचित्र प्रमिती प्रदेश	and a minimum of 3 yrs. of experience in the related field.
3	Civil/ Sanitary Engineer	1	0.75	Bachelor's degree in Civil/ Sanitary Engineering or any other related field and a minimum of 3 yrs 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 yrs 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 yrs of experience in the preparation of procurement document/ related field.

The Key Experts CV is required 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
First	Within 30 days	20%	Inception report
Second	Within 60 days	40%	Draft-final report with conceptual design
Final	Within 90 days	40%	Final report (DPR)

8. Client's Input and Counterpart Personnel

Client (RURAL 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 organise 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 Poush 2077 (Approximately) and the period of execution of the contract will be 90 days from the date of agreement.

11. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

S.N.	Criteria Title	Compliance Yes/No
1.	Corporate Registration Certificate	
2.	VAT/PAN Registration.	
3.	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission.	
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.	127



ii) EOI Evaluation Criteria

A .Qualification

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)
1	Qualification of Key Experts	As Per ToR	Mark Allocated 40
2	Experience of Key Experts	As Per ToR	

h	Proposed	M. Education	Years	Envisaged Task	Marks
		Qualification	of Experie	्रे ० ७३	
	Architect/Te a m Leader	B. Arch with Masters in Architecture/Ur ban Design/Urban Planning/CM	7	Overall responsibility for the project in accordance with TOR. He is responsible for field study of architectural features; conceptual architectural planning and design, provides the overall guidelines for the detailed working drawings and architectural design report in texts.	10
	Structure Engineer	B.E in Civil with Masters in Structure Engineering	7	Under the guidance of team leader, the structural engineer will take the responsibility regarding field evaluation of the soil condition, local construction technique, assists architect for structural solutions and detailed	6
3	Civil Engineer	B. E in Civil Engineering	5	The civil engineer will take the responsibility of service infrastructure design, preparation of Bill of Quantity (BOQ), Cost Estimation and Construction work specification of the building infrastructure components.	5
4	Electrical Engineer	B. E in Electrical Engineering	3	Provide inputs to architect for electrical layout, detailed engineering design of external and internal electrical works and BOQ, cost estimation & specification	3
5	Sanitary Engineer	B. E in Sanitary Engineering	3	Provide inputs to architect for sanitary layout, detailed engineering design of external and internal sanitary works and BOQ, cost	3
6	Architect	B. E in Architec Engineering	6	estimation & specification The architect must have a Bachelors' degree in Architecture and a minimum of 6 yrs of experience in the related field.	1 1

7	DRR Expert	Masters in	3	Under the guidance of team leader, the	3
		Earthquake Engg/		social survey like population	
		Structural Engg/		beneficiaries, social issues will be	
		DRR/ DRM		dealt regarding field	
		/climate change			
8	HVAC	Bachelor's degree	3	Under the guidance of team leader, the	3
	Expert	in mechanical		biodiversity, plant and animal species,	
		engineering or any		IEE, about forest act etc.	
		other related field			
9	Procurement	Bachelor's degree	3	Under the guidance of team leader,	3
	Expert	in Civil		IEE and Environmental effects	
		Engineering /			
		Masters in			
		Construction			
Tot	tal of 40 Mar	ks for the Manpowe	er		

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)
1.	General Experience of the Consulting Firm	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years.	
2.	Specific Experience of the consulting Firm	Experience in Detailed Engineering Survey Design/ DPR of Academic building/Institutional building/15 Bed Hospital Buildings within last 7 years.	Mark Allocated 45
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.	

B. Capacity

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)	
1.	Financial Capacity	Minimum Average annual turnover of best three year = 2500000 of last seven years.		
2.	Infrastructure/equipment related to the proposed assignment	Office Spaces, Survey Equipment, Geotechnical investigation Equipment, Vehicles, software, etc.	Mark Allocated 15	

Pass Mark: 70 Marks

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Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV Expression of Interest (EoI) shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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

27. 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 andgender.
- As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairy 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.

THE CHEW

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.

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

Seal of Consulting Firm: Address:

