



## **Halesi Tuwaching Municipality**

Office of the Municipal Executive  
Durchhim, Khotang, Province No.1

### **Request for Proposal**

**For**

**Consulting Services**

**For**

**Feasibility Study, Detailed Engineering Survey  
and Detailed Design of Urgen Dong Choiling  
Ghumba**

**At**

**Halesi Tuwaching Municipality, ward No 4,  
Badhare.**

**September 1, 2020**

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## Section 1. Letter of Invitation

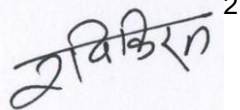
Halesi Tuwachung Municipality  
Office of the Municipal Executive,  
Durchhim, Khotang.

Date: September 1, 2020.

Name of Project: ***Feasibility Study, Detailed Engineering Survey and Detailed Design of Urgen Dong Choiling Ghumba.***

Name of Contract: ***Feasibility Study, Detailed Engineering Survey and Detailed Design of Urgen Dong Choiling Ghumba.***

1. The Halesi Tuwachung Municipality invites proposals to provide the following consulting services for ***Feasibility Study, Detailed Engineering Survey and Detailed Design of Urgen Dong Choiling Ghumba.*** More details on the services are provided in the attached Terms of Reference (TOR).
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. The Request for Proposal (RFP) has been addressed to the following Shortlisted consultants:
  1. **S.P.A.N. Engineering Solution Pvt. Ltd., Madhyapur Thimi-12, Bhaktapur**
  2. **Supreme Engineering & Design Solution Private Limited, Sahabthagita Marg, ChandaniNagar-10,Kathmandu**
  3. **Mech Nepal Pvt. Ltd., Madhyapur Thimi-16, Bhaktapur**
  4. **Nipun Group of Company Pvt. Ltd., Thapagaun, Kathmandu**
  5. **Aaral Engineering SolutionPvt. Ltd. Anamnagar, Kathmandu**
  6. **International Reality Investment & Solutions Pvt. Ltd., Talchikhel, Lalitpur**
  7. **Classy Engineering Services Pvt. Ltd., Bhagdol, Lalitpur.**
4. You are invited to submit a Proposal for the services under the TOR to : ***Halesi Tuwachung Municipality, Office of the Municipal Executive, Durchhim, Khotang.***
5. Your Proposal should be submitted in ***three(3)*** copies and the deadline for submission is: ***15<sup>th</sup> September, 2020.***
6. Clarification on the RFP may be obtained from: ***Halesi Tuwachung Municipality, Office of the Municipal Executive, Durchhim, Khotang./ tuwachung.mun@gmail.com***
7. Your Proposal must remain valid for ***90 days*** after the submission date.
8. The assignment is expected to commence on 22<sup>nd</sup> September, 2020 at ***Halesi Tuwachung Municipality, Ward No. 4, Badhare.***
9. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff
  - Section 3 - Financial Proposal - Standard Forms
  - Section 4 - Terms of Reference

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Section 2 .Format of Curriculum Vitae

Section 5 - Standard Form of Contract.

10. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal

Yours sincerely,

.....  
Ravi Kiran Acharya  
Officer 7<sup>th</sup>  
Halesi Tuwachung Municipality

## Section 2.Format of Curriculum Vitae

### Key Qualifications:

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

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### Education:

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

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### 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 and address 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.]*

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### Languages:

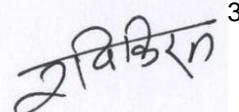
*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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### 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

<sup>3</sup>

Section 2 .Format of Curriculum Vitae

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

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

Seal / Stamp of the Consultant/Firm:

2013/11/4



### Section 3. Financial Proposal Submission Form

[Letterhead of Consultant in case of a Firm ]

To:  
The Chief Administrative Officer  
Halesi Tuwaching Municipality  
Durchhim, Khotang

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

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

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

We remain,

Yours sincerely,

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

2/1/2020<sup>5</sup>



## Section 4. Terms of Reference

### 2.1 Introduction

The Halesi Tuwaching Municipality has decided to provide a consulting services for the DRP of a **Urgen Dong Choiling Ghumba**. within the municipal premises. This task is being undertaken by Halesi Tuwaching Municipality. In the above context, HTM intends to hire national consulting firms to carrying out Detailed Architectural & Engineering Design for the proposed consulting jobs as per the TOR. The construction site will be in Ward Number 4.

### 2.2 Objectives:

The main objective of this study project is to design the structure which is safe against earthquake, economical, aesthetical, affordable and environmental friendly.

#### The Specific Objectives are:

- to design the Gumba building which is safe against earthquake, economical, aesthetical, affordable and environmental friendly.

### 2.3 Scope of Work:

The Consultant shall, under these terms of reference (TOR) carry out activities and deliver services and documents as follows:

The municipality will provide the feasibility report of the convention center carried out by the department. The consultant shall study the report in detail and incorporate the recommendations in the architectural design.

Conduct meeting with the municipal officer and related stakeholder and if recommended modify the requirement spelled out in the feasibility report.

Carry out detailed topographical survey of the construction site.

✓ To study, review and analyze the preliminary design provided in the feasibility report and prepare the detailed architectural design.

✓ Detailed Landscape design of the building premises.

✓ To prepare the detailed structural, electrical, and sanitary design of the building and any other proposed structures such as parking, gardening etc as per Employer requirements.

✓ To prepare tender ready drawings comprising of architectural, landscape, structural, electrical, and sanitary designs that shall be approved by the Halesi Tuwaching Municipality

✓ To prepare the detailed quantity and cost estimate comprising of Architectural, Landscape, structural, electrical, and sanitary systems of the Convention Center as well as other infrastructures.

✓ Consultant can choose any international building codes,. However, all the design work shall comply with the Nepal National Building Code requirements.

Terms of Reference

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Building Details	Block
Ghumba Block	Soil investigation (3 nos of hole upto 16 m), Design, Structural Analysis, Cost Estimate & preparation of DPR of 1000 to 1500 Sq.ft for Ground and First floor.



Parking Area	Design, Structural Analysis, Cost Estimate & preparation of DPR of 500 to 700 Sq.ft ground floor.
Garden	

#### **2.4 Expected Output:**

It is expected to prepare and submit clear and concise study report which includes, but not limited to the followings:-

##### **2.4.1 Detailed Topographical survey and Drawings**

The consultant shall carry out detailed topographical survey of the given site at 0.5m contour interval and prepare contour drawings and submit in both soft and hard copy.

##### **2.4.2 Detailed Architectural Drawings and Landscaping works**

During the process of the detailed design work, the consultant shall incorporate all the comments from Halesi Tuwaching Municipality and its Engineering Division. The consultant

shall perform detailed tender ready drawing and have an ample discussion with the client before submitting the final report. The consultant shall prepare the detailed architectural drawing and show the landscaping works in the construction site. The consultant will also show the 3D version of the construction site and the building to be made.

##### **2.4.3 Site Investigation Report**

This report shall contain:

- Brief description of work.
- Geographic location of the site with index plan.
- Topology of the site (description of site with site plan).
- Climatic data, location on seismic and wind map.
- Geological details.
- Information regarding ground water.
- Other items.

###### **2.4.3.1 Soil Investigation Report**

This report shall contain the following:

###### **2.4.3.2 Field investigation report**

- Description of field investigations.
- Data of field investigations (log of boreholes with diagrams and data of in-situ test).



- Details of ground water observation.

#### **2.4.3.3 Laboratory investigations**

- List of routine laboratory tests conducted (grain size, limits, swell tests, unconfined results of laboratory in standard format). This may be presented as appendix.
- List of special tests conducted. Compression, triaxial test, consolidation test etc.

#### **2.4.3.4 Subsoil conditions**

This is the heart of the report and should be clear and concise. This is reported under the following subheads:

- Description of soil conditions as evaluated from all field and laboratory results.
- Analysis and discussion of field and laboratory tests.
- Design criteria like allowable settlements to be used.
- Calculations for determining safe bearing capacity, capacity of pile, slope stability etc.
- Report on seismic analysis of the site.
- Recommendations on choice of type of foundation, allowable bearing pressures, slope stability, ground improvement, etc.
- Recommendation of soil parameter for structural design.
- Recommendations for safety measures to be taken during construction such as excavation.

#### **2.4.4 Detailed Structural Design and Structural Drawings**

The consultant shall develop a 3D analytical model for the purpose of analysis, using any of the international standard finite element software. Real and accidental torsional effects must be considered for all structures. Structural system proposed by the consultant shall be able to resist effectively the gravity as well as lateral loading induced by both earthquake and wind. Consultant is free to choose any international building codes however; the minimum criteria of NBC 105 shall strictly be incorporated.

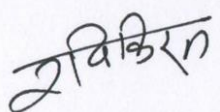
Consultant shall submit soft copy of analytical model.

The consultant shall perform detailed structural design and prepare structural drawings showing all necessary structural details and shall follow the requirements for the ductile detailing. The detailing shall comply with the requirements of IS13920 or any other relevant ductile detailing code. The consultant shall submit soft copy of analytical model and both hard copy and soft copy of structural design and detailing.

#### **2.4.5 Electrical Design and Drawings**

The consultant shall carry out detailed electrical design with Standard Practice and Codes for public buildings and shall comply with NBC 207:2003. The Consultant shall prepare electrical drawings showing necessary details required for electrification and submit in both digital and printed form.

#### **2.4.6 Sanitary Design and Working Drawings**





The consultant shall carry out detailed water supply and sanitation design and drawings along with the storm water drainage, fire fighting systems, showing necessary details required for construction. The Consultant shall prepare drawings showing all necessary details required for the system and submit in both soft and hard copy. They shall comply with relevant international code as well as with NBC.

#### **2.4.7 Prepare Quantity & Cost Estimate, Specifications**

Prepare the Quantity & Cost Estimate, Specifications as per Public Procurement Act 2063,

Public Procurement Regulation 2064 and Public Procurement Monitoring Office Directive.

Consultant shall submit the cost and quantity estimate, detailed specifications and bidding

document in both soft and hard copy.

#### **2.5 Reporting Requirements:**

The Consultant shall prepare and submit the reports as specified below. Computer Software should be used to prepare all drawings. All reporting shall be in English and in the SI unit. Inception, draft and final reports should be submitted to Halesi Tuwaching Municipality as specified below. Reports shall be submitted in digital copy as well as in 3 printed form in A4 size paper. Similarly, all the drawings shall also be submitted in digital as well as in 3 printed form. The drawing shall not be in less than A3 size of papers.

##### **2.5.1 Inception/ Field Report:**

The consultant should submit two sets of inception report to the Halesi Tuwaching municipality within **3 weeks from the date of Work Order**. The inception report shall clearly specify review of architectural design and preliminary structural analysis and design, including minutes of meetings with the concerned personnel and representatives of Halesi Tuwaching Municipality.

##### **2.5.2 Draft Report:**

Draft report shall contain all the working drawings (structural, electrical, acoustic, water supply, sanitary, storm water drainage), geotechnical investigation report and relevant details including design calculation. The consultant should submit two sets of the report **5 weeks after acceptance of Inception report**. This report is to be presented in Halesi Tuwaching Municipality in presence of professional and concerned officials comprising experts for discussion, comments and suggestions. Date and time of presentation shall be mutually finalized by Halesi Tuwaching Municipality and the Consultant.

##### **2.5.3 Final Report:**

The final report should incorporate comments and suggestions on the draft report. The consultant should also submit two sets of CDs with final report including aforementioned

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drawings. The final report should be submitted in two sets **2 weeks after the acceptance of draft final report**. The consultant should also produce other relevant reports to the Halesi Tuwaching Municipality as and when necessary.

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# Halesi Tuwaching Municipality

Office of the Municipal Executive

Durchhim, Khotang

## BILL OF QUANTITIES

Feasibility Study, Detailed Engineering Survey and Detailed Design of Urgen Dong Choiling Ghumba

Project Name: Urgen Dong Choiling Ghumba

Location : Halesi Tuwaching Municipality, Ward No 4, Khotang

SN	Particulars	Unit	No.	Rate (excl. VAT)	Rate in words	Amount (excl. VAT)
<i>Desk study and field works</i>						
1	Desk Study including collection of data, maps and other information; planning of the works	Job	1			
2	Field works including general reconnaissance, feasibility study, detailed engineering survey of the site, geological & geomorphologic study, field survey, topographic survey, site selection and environmental study.	Job	1			
<b>Subtotal of desk study &amp; field works</b>						
	<b>Submission of Feasibility Study Report - 3 copies</b>	<b>If the any of the park(s) is found to be unfeasible then the work(s) of that park(s) will be terminated at this stage and payment shall be made according to SCC Clause no. 6.4 (a) &amp; (b) NOTE.</b>				
4	<i>Detailed design and preparation of reports</i>					
4.1	Detailed design works, preparation of cost estimates, approach roads and preparation of drawing works as per TOR	job	1			
4.2	Submission and presentation of of the works as per TOR including 2 copies in electronic formats (CD-ROM) and (separate sets for each site)	job	1			
	<b>Sub Total</b>					
	<b>VAT @13%</b>					
	<b>Grand Total With VAT</b>					

Name and title of authorised Person:

Name and address of firm :

Date:

Seal:

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## Section 5:

# STANDARD FORM OF CONTRACT

## Consultants' Services (Direct Purchase)

Title of Consulting Services *[insert: title]*

Project Name: *[insert: project name]*

Office Name: *[insert: Office Name]*

Office Address: *[insert: Office Address]*

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Sample Contract for Consulting Services  
Direct Purchase Assignments  
Lump-Sum Payments

## CONTRACT

THIS CONTRACT ("**Contract**") is entered into this **[insert starting date of assignment]**, by and between **[insert Client's name]** ("**the Client**") having its principal place of business at **[insert Client's address]**, and **[insert Consultant's name]** ("**the Consultant**") having its principal office located at **[insert Consultant's address]**.

WHEREAS, the Client wishes to have the Consultant to perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
  - a. The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - b. The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
  - c. The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."
2. **Term**

The Consultant shall perform the Services during the period commencing **[insert starting date]** and continuing through **[insert completion date]**, or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
  - A. **Ceiling**

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **[insert amount]**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - B. **Schedule of Payments**

The schedule of payments is specified below:<sup>1</sup>

**[insert amount Nepali Currency]** upon the Client's receipt of a copy of this Contract signed by the Consultant;

**[insert amount in Nepali currency]** upon the Client's receipt of the draft report, acceptable to the Client; and

<sup>1</sup> Modify, in order to reflect the output required, as described in Annex C.



**[insert amount in Nepali currency]** upon the Client's receipt of the final report, acceptable to the Client.

**[insert amount and currency]** Total:

C. Payment Conditions

Payment shall be made in Nepali Rupees, no later than 15 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

**4. Project Administration**

A. Coordinator.

The Client designates Mr. /Ms. **[insert name]** as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.<sup>2</sup>

**8. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Responsibility**

The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Procurement Act and Regulations.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage.

<sup>2</sup> Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.



## 11. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

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**12. Law Governing Contract and Language**

The Contract shall be governed by the laws of Nepal and the language of the Contract shall be English.

**12. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.

FOR THE CLIENT

FOR THE CONSULTANT

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

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

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

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

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## List of Annexes

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Personnel

Annex C: Consultant's Reporting Obligations

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## **Annex A - Terms of Reference**

[Terms of Reference normally contain the following sections:

- a. Background,
- b. Objectives,
- c. Scope of the Services,
- d. Staff inputs
- e. Training (when appropriate),
- f. Reports and Time Schedule, and
- g. ) Data, Local Services, and Facilities to be provided by the Client.]

## **Annex B – Consultant’s Personnel**

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work and staff-months for each.

## **Annex C – Consultant’s Reporting Obligation**

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

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