

Pyuthan Municipality
Office of the Municipal Executive
Province No: 5,
Bijuwar, Pyuthan

Procurement of Consulting Services For

**Detailed Engineering study and Design Report
of**

**Maranthana-Kota (lift)
Drinking water supply and Sanitation project.**

RFP: 4-Mun/DPR-2075-76
/DWS-L

Request for Proposal

Country: Nepal

Detailed Engineering Study and Design Report Of

**Maranthana Kota (lift)
Drinking water supply and Sanitation project.**

Office Name: Pyuthan Municipality , Bijuwar , Pyuthan

Financing Agency: Pyuthan Municipality .Government of Nepal



Pyuthan Municipality

Office of the Municipal Office

Bijuwar, Pyuthan

INVITATION FOR SEALED BIDS/SEALED QUOTATION

First Date of Publication: 2075/11/13 B.S (25th feb 2019 AD)

1. Office of the Municipal Executive, Pyuthan (OME Pyuthan) has received grant from GON and OME decide for to prepare detail Project Report of **Following Projects of Pyuthan Municipality**, and OME Pyuthan intends to apply the funds to cover eligible payments under the contract for Engineering consultants of details Survey, Design and Prepare report according to approved RFP and TOR. OME Pyuthan allocates fund. Bidding is open to all eligible Nepalese Consultants.
2. The OME Pyuthan invites sealed quotation from registered eligible Consultant for Preparation of Detail Project Report of **Following Projects of Pyuthan Municipality**
3. The Consultants having valid firm registration, VAT/PAN registration certificates, tax clearance certificate up to FY 2074/075 are eligible for bidding.
4. Interested eligible Consultants may obtain further information and inspect the bidding documents at Pyuthan Municipality Office, Pyuthan Phone No. 086-460291 or may visit E-procurement section of PPMO's Web Site <https://bolpatra.gov.np/egp>.
5. Bidding Documents may be purchased from the office of the OME, Pyuthan by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee as stated below for bid document within office hour of **2075/12/12** OR Bidder who chooses to submit their bid electronically may purchase the hard copy of the bidding documents as mentioned above or from PPMO's Web Site <https://bolpatra.gov.np/egp>. Bidders, submitting their bid electronically, should deposit the cost of respective bidding document in the OME Pyuthan's Rajaswa (revenue) account as specified below and the scanned copy (pdf format) of the Bank deposit voucher shall be uploaded by the bidder at the time of electronic submission of the bids.
Name of Bank: Nepal Bank Limited, Khalanga, Pyuthan
Name of Office: Office of Municipality Executive, Pyuthan Bijuwar
Revenue Account: 0520300000004001159 & Deposit Account: 0520300000003000024
6. Bids must be submitted to the Office of the Municipal Executive Pyuthan on or before **12:00hrs** on **2075/12/13** Bidders may submit their bid electronically through E-Procurement section of PPMO's Web Site <https://bolpatra.gov.np/egp> as specified in the Instruction to Bidders. Documents received after deadline will not be accepted.
7. The bids will be opened physically and electronically in the presence of Bidders' representatives who choose to attend at **14:00 hrs** on **2075/12/13** at OME, Pyuthan Bijuwar. Bids must be valid for a period of 45 days after the deadline for bid submission date and must be accompanied by minimum bid security amount listed below, which shall be valid for 30 days beyond the bid validity period.
8. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered as the last day.
9. The Employer reserves the right to accept or reject, wholly or partly any or all the bids with assigning any reason, whatsoever.
10. The name and identification of the contract are as follows:

SNo	Contract ID No	Description of Work	Estimated Amount (Excluding VAT & Contingencies)	Bid Security Amount	Bid Document Cost	Remarks
1	2-Mun/DPR-2075-76 /Road	Dakhaquadi(Thaddo) Barjibang ,Sotre, Sari Rural Road 8km	486775.63	3% of Bidding amount	1000	Sealed Quotation
2	3-Mun/DPR-2075-76 /Road	Mitramanichock- Thapadanda-Khalanga Rural Road 6km	365081.72	3% of Bidding amount	1000	Sealed Quotation
3	4-Mun/DPR-2075-76 /DWS-L	Maranthanakot Lift Drinking Water Supply,Pyuthan	433550.77	3% of Bidding amount	1000	Sealed Quotation
4	5-Mun/DPR-2075-76 /DWS-G	Jumrikada-Bijuwar Drinking Water Supply	282656.54	3% of Bidding amount	1000	Sealed Quotation
5	6-Mun/DPR-2075-76 /DWS-G	Jumrikada-Bijaynagar Drinking Water Supply	282656.54	3% of Bidding amount	1000	Sealed Quotation

**Chief Administrative Officer
Pyuthan Municipality**

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Section 1. Letter of Invitation

Pyuthan Municipality
Office of the Municipal Executive
Providence No: 5,
Bijuwar, Pyuthan

Date: 17 February 2019

Dear M/s.

Pyuthan Municipality has allocated fund toward the Maranthana Kota (lift) Drinking Water Supply and Sanitation Project and intends to apply a portion of this to eligible payments under this Contract.

1. The Pyuthan Municipality now invites proposals to provide the Consulting service for *Detailed Engineering Design and Study Report of Maranthana Kota (lift) Drinking Water Supply and sanitation Project*. More details on the services are provided in the attached Terms of Reference.
2. The Request for Proposal (RFP) has been addressed to the following consultants.
4. A consultant will be selected under Quality- and Cost-Based Selection (QCBS), and procedures described in this RFP.
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. Please inform us, upon receipt:

Yours sincerely,

Khim Bahadur Rayamajhi
CAO

Section 2.

Information to Consultants

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining 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 GoN 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 GoN 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 GoN's policy to require its implementing agencies, as well as consultants under GoN financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- 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 GoN 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**
- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- Technical Proposal**
- 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.
- 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 vita (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 be 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)

- 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.

Public Opening and Evaluation of Financial Proposals (QCBS,)

- 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 days 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 cost 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.
- 5.11 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. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other 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 fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- Give or propose improper inducement directly or indirectly,
 - Distortion or misrepresentation of facts
 - Engaging or being involved in corrupt or fraudulent practice
 - Interference in participation of other prospective bidders.
 - coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
 - contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

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.

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 Reference

1.1	The name of the Client is: Pyuthan Municipality ,Pyuthan The method of selection is: <i>QCBS</i>
1.2	The name, objectives, and description of the assignment are: Name: Detailed Engineering Design and Study Report of Marantha-Kota D(lift)rinking Water Supply and Sanitation Project. (15-20 Km) Objectives: As given in ToR Clause no.2 Description: As given in ToR
1.3	A pre-proposal conference will be held: N/A
1.4	The Client will provide the following inputs: N/A
1.10	The clauses on fraud and corruption in the Contract are: 1.8, 1.9, 5.1, 9.1, 9.2,10.1,10.2
2.1	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: Pyuthan Municipality Office of the Municipal Executive. Bijuwar , Pyuthan Phone : 086-460290,460291 Email: pyuthanmunicipality@gmail.com
3.1	Proposals should be submitted in the following language(s): English
3.3	(i) Short listed consultants/entity may associate with other short listed consultants: [No] (ii) The estimated number of professional staff-months required for the assignment is: N/A
3.4	(iv) Training is a specific component of this assignment: No (v) Additional information in the Technical Proposal includes: No
3.6	Provisional Sum: N/A
3.9	Proposals must remain valid 90 days after the submission date
4.3	Consultants must submit an original copy of proposal:

4.4	The proposal submission address: Pyuthan Municipality Office of the municipal Executive , Bijuwar, Pyuthan Information on the outer envelope should also include : Detailed Engineering Design and Study report of Maranthana Kota (lift) Drinking Water Supply and Sanitation Project.
4.5	Proposals must be submitted no later than: Time : upto 7:00 PM Noon
4.6	Proposal opening Time and Date : Time : 2:00 PM
5.1	The address to send information to the Client is Pyuthan Municipality Bijuwar, Pyuthan
5.3	The number of points to be given under each of the evaluation criteria are: i) General and Specific experience of the consultants related to the assignment [10] (ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference [30] (iii) Qualifications and competence of the key staff for the Assignment [50] (iv) Technology transfer and Survey Equipments [10] <i>Total points : 100</i> <i>The minimum technical score required to pass 60</i>
5.10	The formula for determining the financial scores is the following: [Either $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration, or another proportional linear formula] The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.8 P (Financial Proposal) = 0.2
6.1	The address for negotiations is: Pyuthan Municipality Bijuwar, Pyuthan.
7.6	The assignment is expected to commence on Seven days after signing of the contract at Bijuwar,Pyuthan

[[Nepal]]
[Project Name: Loan #]
[Title of Consulting Services]
STANDARD REQUEST FOR PROPOSALS
RFP #
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

Date: __/__/2019

To:
Pyuthan Municipality
Office of the municipal, Executive
Bijuwar, Pyuthan

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for RFP No. 1/071/72. **Detailed Engineering Design and Study Report of Maranthana Kota (lift) Drinking Water Supply Project** in accordance with your Request for Proposal 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 . 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: _____

Note: Attach certified experience certificates by clients.

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: _____

Tel. no..... email:.....

Full name of authorized representative: _____

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Days/month (in the Form of a Bar Chart)												Number of Days	
			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 days/s 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	
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. Reimbursables per activity.
- 4F. Miscellaneous expenses.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

Date: - - / - - / 2019

To:
Pyuthan Municipality
Office of the Municipal Executive
Bijuwar, Pyuthan

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for RFP No. 6/075/76. Detailed Engineering Design and Study Report of **Maranthana Kota (lift)** WS Project- Pyuthan in accordance with your Request for Proposal dated..... And our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of NRs. (In words: Nepalese Rupees). This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at Rs. (In words: Rupees).

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

Costs				Amount(s)			
S.No.	Particulars	Unit	Qty.	Rate (without VAT)		Amount	Remarks
				in figures	in words		
1	Detailed Engineering Design and Study Report Of Maranthana-Kota (lift) Drinking water supply and Sanitation project(15-20 Km)	Kms	15-20				

.....
 (Authorised Signature)
 Company Seal

Pyuthan Municipality
Office of the Municipal Executive
Bijuwar, Pyuthan

Detailed Engineering Study and Design of Water Supply and Sanitation Projects

Bill of Quantities

Name of Work: Detail Engineering Survey and Design Work

Name of Projects: Maranthana Kota lift Drinking Water Supply and sanitation, Project.

S.No.	Description	Unit	Qty	Rate with OH		Amount	Remarks
				In Figures	In Words		
1	Preparation of Detail Project report of Maranthana Kota lift -Drinking Watersupply and Sanitation Project.(15-20 Km of total length (Excluding Tap Connection-20 mm dia HDP) As per RFP and TOR.	job	1				
	VAT @13%						
	Grand Total						

Section 5. Terms of Reference

Consultancy Services for Survey & Preparation of the Detailed Engineering Study & Design (DESD) Report of Maranthana Kota (lift) Drinking Water Supply & Sanitation Project (15-20 Km)

Contents of Proposal:

1. The consultant shall submit proposal for the study explaining on brief their capacity and experience to undertake the job, methodology to be applied and cost required for detailed engineering study and design report for each project. The selection criteria of the consultant shall be based on the cost proposal, however other relevant factors shall be taken into account.
2. If employed the consultant shall be required to assign appropriately qualified and experienced staff having enough knowledge on community participatory approached for the execution of the study.
3. Your technical proposal should demonstrate your firm's knowledge of the project requirement and its understanding of the requisite tasks set forth in the scope of work and terms of reference. Provision of the requested information, in full, must be set forth in the following sequence:

Terms of Reference

1. Introduction

Detailed Engineering Study and Design (DESD) of a project is to be carried out after the project is selected for implementation. The study shall be conducted for all new projects, and for all existing projects to be selected for rehabilitation. The detailed study reports are produced as the outcome of the detail survey and design of the projects so that immediate actions could be undertaken for their implementation.

2. Objectives of the Work

The overall objective of the study is to formulate technically sound and cost effective water supply and sanitation projects. Specific objectives are to ascertain population and coverage area, project cost, community contribution, detailed construction works, and operation & maintenance requirements.

3. Scope of the Work

The detailed scope of the work mostly includes, but not necessarily limited to the following:

- to assess existing situation of water supply and sanitation in the project area;
- to assess existing water supply and sanitation structures in terms of their reuse in case of rehabilitation of existing systems;
- to carry out detailed engineering and socio-economic survey of the project area;
- to verify the source yield, water quality, intake/deep tube well boring site, reservoir site, pipe alignment and number and location of public taps and other major structures;
- to clarify the community enthusiasm on the execution of the project and willingness to contribute for construction and undertake operation and maintenance responsibility upon commissioning;
- to identify appropriate interventions required to promote sanitation at personal, household and community level, within the project area.

4. Manpower Setup

A team led by an engineer and consisting of one sub-engineer and other field workers shall be assigned for the detailed field study, survey, design, and preparation of the report. The engineer and sub-engineer should have enough knowledge on community participatory approach and should be capable to conduct socio-economic survey at the field and analysing the data subsequently, having experience at least 3 years in lift drinking water supply and sanitation project survey and design works.

5. Approach and Procedures

Prior to the visit to the project area, Feasibility Study Report (if feasibility study had been conducted in the project area beforehand) is reviewed and the possibilities for modifications/ improvements on the

proposals of the feasibility study shall be investigated and incorporated wherever possible/required during detail survey.

The methodology adopted for conducting detailed field study and survey for preparing a detailed engineering report should be based on wide community participatory approach. The detailed study report should strictly follow the departmental design guidelines and GON directives.

Technical Aspects

The technology adopted should be simple, socially, culturally and environmentally acceptable and its operation and maintenance should be affordable and manageable by the community. Standard structures should be used as far as possible and maximum utilization of locally available construction materials should be ensured for the ease of construction and operation and maintenance.

The detailed study report should be fairly described to the extent that it provides complete details on the following technical aspects required for the smooth implementation of the projects and sustainable operation and maintenance after execution.

- Existing water supply and sanitation projects/schemes in the ward related to the project (cross checked through NMIP data);
- Existing situation of water supply in the project area in relation to issues of quantity and quality of water available, hardship, waiting time and mode of collection (type of source);
- Project is a new one or being implemented for interference or supplement such as rehabilitation or up gradation or extension to existing system/s within the project area;
- Succinct information on the intake site, safe yield, water quality, and water right issues (disputes) for the proposed sources;
- Water demand and level of adequacy;
- Coverage data on households, population and institutions in terms of additional coverage or reinstatement of service;
- Components, technology and methodology adopted in system designing;
- Remedies for water quality improvement, if any, based on the quality analysis of the samples of selected source/s;
- Structures used for water supply and sanitation facilities;
- Alternatives, if any, in terms of technology and/or structures;
- Availability and distances for transportation of local materials, the nearest market and road head and distances involved for importation of materials;
- Major environmental consequences likely to occur due to construction of the project;
- Demand and supply analysis including annual power cost, operation and maintenance cost; of either solar / electrical power supply.
- Assessment of different stages of lifting, Storage tank design, Hydraulic design of rising mains and distribution pipelines and electric/solar submersible pumps.
- Preparation of standards for
Pumping system and different stages of water storage tanks
Electro-mechanical components, Rising mains and Distribution network system
- Detailed hydraulic designs of transmission and distribution pipelines; HDPE pipes shall be used as far as possible;
- Analysis of rates consistent with norms and approved district rates for materials and labour;
- Layout of the project showing relative positions of intake/s, reservoir/s, pipe alignment with appurtenances provided, public stand posts, prominent landmarks and community dwellings, provided bench marks etc.;
- Schematic water flow diagram from intake to the last point of distribution;
- Longitudinal sections of transmission and distribution pipelines following ground profile with static water head and hydraulic gradient lines between water flow points like intake, reservoir, break pressure chamber, distribution chamber, public tap stand posts;
- Complete working drawings of the structures proposed;
- Detail quantity and cost estimates to implement the project;
- Financial analysis and affordability in terms of sustainable operation and maintenance of the system by users committee;
- Suggestion for WTP with its type, if required.

The following methodology should be adopted

Overall project planning

- Generally, project area or schemes included in a project should be confined within one watershed area;
- Overall planning of the project components will be carried out by the Team-leader;
- Possibility of small independent and multiple reservoir systems should be explored; point source schemes should not be selected;
- Pipe traverse through foot tracks should be preferred;
- Standard methods should be adopted in water sample collection and transportation of samples to laboratory for water quality analysis.

Selection of source

- Perennial spring sources will be preferred over stream sources wherever practical. Special note will be taken of upstream pollution possibilities due to farming; secondary uses of the source like washing clothes and cattle grazing, habitation, etc.;
- Source yield assessment and ascertainties will be made through average of 3 minimum readings;
- Source yield assessments will be preferably carried out in dry season; sufficient allowance for drying should be made based upon thorough consultation with villagers, past experience and observation for source measurements in other seasons;
- Sources with a safe discharge measuring less than 0.10 lps should not be considered;
- In case of deep well boring, water table, yield and quality of underground water should be assessed from near by existing deep tube wells;
- Protection measures required for stability and safe guarding against pollution will be clearly indicated;
- WTP with its type, if required will be clearly suggested.

Surveying

- Survey equipments shall properly be calibrated;
- Topographic survey will be carried out using level instrument/ theodolite for fixing alignment for transmission and distribution pipelines. Bench marks should be established at the source, the reservoir site/s, along transmission and distribution pipelines and other major feature/s by painting enamel paint on permanent features like big rocks, a house, big tree, etc. The established bench marks should be clearly mentioned in the reports. Transmission and distribution routes should be marked by arrows painted preferably by using red enamel paint;
- Distance measurements will be carried out using a fibre glass tape and measurements will follow the ground profile.

Social Aspects

A general mass meeting is held in the VDC concerned and through wide participatory discussions the community members are apprised of the project activities and their duties and responsibilities prior to study. Thus users' committee is already formed so as to represent the whole beneficiaries in accordance with the procedures and conditions as stipulated in the VDC act. During the entire period of study the team shall work in close coordination with the WUSC.

Following details should be worked out during the survey and explicitly highlighted in report

- Possibility of interference to selected water source/s use due to existing or probable secondary use;
- Demographic features within the project area like total households and population, distribution of population by gender, distribution of households and population by caste and ethnicity, occupation, average and distribution of family income both in terms of cash and kind, etc.
- Number of households and population below poverty line;
- Present sanitary situation, at personal, household and community level, within the project area;
- Existing numbers of household and public toilets, their type and present use;
- Overall health status within the project area with particular emphasis to occurrence or prevalence of water related diseases;
- Understanding of the project features and implementation procedures by the community;
- Formation of Water Users and Sanitation Committee (WUSC) as per existing policy and strategy and names of WUSC members;
- Names of the proposed VMWs, sanitation motivators and public tap stand post caretakers;
- Commitment by users to actively participate and contribute in the project implementation and undertaking the responsibility of project operation and maintenance upon commissioning;

- Commitment by community to provide required land for project facilities (preferably free of cost) and approximate value of such land; however, the land provided should be convenient for the use of the project;
- Percentage of total cost and the list and approximate value of item works for which the community is willing to contribute (not less than 20%);
- Willingness to pay for the water supply and sanitation services by the community;
- Commitment to contribute towards establishing a maintenance fund as specified by the department;
- General attitude of users on implementation of the project and their willingness towards solving problems that might arise during implementation;
- Confirmation of felt need of the project;
- Any other prominent social features that might have a marked bearing on the project.

Following methodology is suggested for various item works

Demographic Features

- Data will be collected through household surveys, focus group discussions and interviews with key informants. These data will be cross checked with VDC census data;

Users' commitment

- A mass meeting of beneficiaries will be organized. Project features/ implementation modalities/pre requisites and requirements to be fulfilled by community, O & M issues, etc. will be briefed to the community by the engineer. Quick Reference Tools (QRT) for component costing developed by the department will be used for arriving at approximate project cost.
- Comments from beneficiaries in listed aspects will be encouraged and noted; women and weaker segments will be prompted to express their views.
- A users committee will be formed on consensus or through democratic selection process by the beneficiaries
- The users committee will provide signed letters of commitment/s on acquiring required water rights for selected source/s, community contribution, land facilities, responsibility of O&M, establishment of a maintenance fund, construction of household toilets, nomination of VMW/s, sanitation motivator/s, etc.

6. Detailed Engineering Study Design Report

The detailed study report will highlight all the listed issues and preferably include the site map marked on a district map. The report shall comprise four sections with major headings and sub-headings suggested below.

- A) Project Summary**
- B) Abstract of Costs and Quantities**
- C) Drawings**
- D) Appendices**

A) Project Summary

- a) Salient features:
 - Salient Features of Project
 - Scheme-wise Salient Features
- b) Project Costs:
 - Summary of Project Costs
 - Scheme-wise Costs
 - Operation and maintenance costs: sustainability analysis if required
- c) Introduction/Background Information/Brief Description:
 - Project area: location, accessibility
 - Physical features: topography, climate, vegetation etc.
 - Socio-economic conditions: ethnic composition, gender distribution, occupation, educational and health services, socio-economic activities etc.
 - Existing water supply situation: quantity, general quality, hardship
 - Existing sanitary environment: general practices and conditions regarding personal, household and community hygiene and sanitation
- d) Project Features/Details:
 - Proposed scheme/s: number and name of scheme/s, type of system

- Proposed water source/s: yield, location, protection and conservation measures, water right guarantee
- Water quality: physical, chemical and microbiological qualities, remedies for quality improvement
- Technology adopted: discuss with justification, alternatives
- Design criteria: give justifications if necessary
- Population coverage
- Water Demand
- Components of the project
- Sanitation: methods to be adopted for sanitation promotion
- Environmental consideration: impacts and mitigation measures
- Construction materials: availability and distances for transportation of local materials, nearest market and road head and distances involved for importation of materials
- Remarks and conclusion

e) Annexes:

Annex-1	General information
Annex-2	Existing situation of water supply & sanitation in the project area & Ward.
Annex-3	Proposed water sources
Annex-4	Household and population survey
Annex-5	Existing public institutions in the project area
Annex-6	Household and population projection
Annex-7	Total water demand and water flow calculation
Annex-8(A)	Storage tank sizing (Continuous system)
Annex-8(B)	Storage tank sizing (Intermittent system)
Annex-9	Hydraulic design of pipeline
Annex-10	Layout plan
Annex-11	Schematic flow diagram
Annex-12	Water sample analysis report
Annex-13	Financial Analysis and affordability
Annex-14	Name and persons contacted during survey
Annex-15	Tracking of main structures and pipe line alignment in GPS
Annex-16	Social map

Methodology

- Standard departmental guidelines will be followed;
- Population projections will normally take into account the VDC growth rate, site specific growth rates may be used if it is validated by household survey;
- Scheme layout plan (*not to scale*) and schematic flow diagram will be drawn on A4 size paper separately for each scheme;
- Standard formats will be used for the annexes. Layout plan and schematic flow diagram of all schemes will be arranged in sequence as *Annex-10* and *Annex-11* respectively. Water quality analysis report obtained from water sample testing laboratory will be submitted as *Annex-12*.

B) Abstract of Costs and Quantities

a) Abstract of Costs and Quantities shall consist of

- Cost estimate
- Quantity estimate
- Rate analysis: basis for calculations

Methodology

- Rates of locally available construction materials such as stone, sand, aggregates and timber are worked out summing up the cost of collection of materials and transportation cost (manual or vehicular);
- Rates of labour and non-local construction materials are adopted from district approved rate adding the transportation cost (manual or vehicular);
- Unit rates of relevant work items are developed according to the GON and departmental norms adding 15% contractor's overhead in the total cost of materials and labours;
- Quantities of items for each component are calculated from corresponding drawings;
- Fittings with required size and quantity for each component are estimated separately;

- The costs of proposed components are estimated using worked out unit rates separately for each component with an addition of 13 percent value added tax (VAT) in total cost;
- Provisions of costs for pre-construction, VMWs, motivators and post construction training and costs for the construction of institutional toilets should be made for each scheme according to the departmental norms and guidelines;
- Scheme costs are worked out summing up the costs of components included in the scheme; and the project costs, summing up the costs of the schemes;
- The costs for detailed survey and detailed study report, project appraisal and agreement and sanitation awareness program should be included in the total project costs;
- Grand total of the project cost should be worked out adding up 2.5 % as contingencies for miscellaneous minor expenses, 10 % price contingencies and 10 % physical contingencies on the total project costs;
- The cost to be borne by GON and the community in each scheme and project in total should be summarized in a separate sheet listing the item of works and estimated costs for community contribution.

C) Drawings

The following drawings, complete and clear, shall be submitted in the report:

- | | | | |
|----|-----------------------|---|---|
| a) | Location Map | - | District map shall be used for the location map. The main structures shall be located in contour map. |
| b) | Layout Plan | - | <p>The plan shall be drawn free of scale in separate sheet for each scheme and should give the following information:</p> <ul style="list-style-type: none"> ▪ Name, type and safe yield of source; ▪ Location of intake, reservoir and public tap stand posts; ▪ Pipe lengths and relative elevation difference between the structures provided, such as intake, sedimentation tank, break pressure tank, reservoir, distribution chambers, crossings, etc.; ▪ Name of village/community, ward no.; ▪ Prominent community buildings and institutions; ▪ Natural water bodies such as river, stream, lakes and ponds, if any; ▪ Major roads, highways. |
| c) | Water Flow Diagram | - | <p>The diagram should contain the following information:</p> <ul style="list-style-type: none"> ▪ Pipe lengths and size, type and class of pipe used in each segment as per design; ▪ Water flow direction in each segment from intake to last point of distribution; |
| d) | L-Section of pipeline | - | <p>Longitudinal profile should be plotted for complete pumping, transmission and distribution pipelines with detail topographic elevations in a vertical scale of 1:1000 to 1:2000 and horizontal scale 1:5000 to 1:10000. It shall show the following:</p> <ul style="list-style-type: none"> ▪ Static hydraulic line and hydraulic gradient line; ▪ Intake, reservoir, sedimentation tank, break pressure and distribution chambers, air valves, washouts and taps; ▪ Elevation, total length, partial length, type of soil, discharge and size, type and class of pipe. |
| e) | Structural Drawings | - | Structural and working drawings of relevant civil structures in a scale as specified in Standard Drawings and Design Guidelines. Type designs shall be used as far as possible. |

D) Appendices

It shall contain the following documents:

- | | |
|----|---|
| a) | Name of users committee members, VMWs, Sanitation motivators, etc.; |
| b) | No source dispute guarantee from VDC; |
| c) | Assurance letter from VDC and Users Committee for land provision for construction; |
| d) | Community contribution guarantee letter from Users Committee; |
| e) | Guarantee letter from Users Committee for undertaking the responsibility of project operation and maintenance upon commissioning; |
| f) | Approved district rates of materials and labours. |
-

7. Report Submission

Reports shall be submitted to the administrative office of the pyuthan municipality office as follows:

- Two copies of the detailed field study and survey report will be submitted within one month from the date of work order issued unless otherwise mentioned in the work order; comments and suggestions on the detailed field study and survey report shall be provided to the engineer/consultant within two weeks;
- One copy of detailed engineering design draft report with drawings will be submitted within one month after receiving the comments on detailed survey and field study report; comments and suggestions on the detailed study draft report shall be provided to the engineer/consultant within two weeks
- Three copies of detailed engineering study and design final report with necessary amendments to incorporate comments and suggestions on the draft report will be submitted within fifteen days after receiving the comments on draft report;
- Final reports shall be computer printed (*on both sides*) on A4 size photocopy paper and photocopied with standard covers and binding. The cover sheet will include the name of the ministry, department and concerned district office, name of the project, VDC/municipality with covered ward nos., name and address of author/team leader (in case of departmental employees) or consultancy firm (if employed) and month and year of report submission;

8. Mode of Payment

The Pyuthan Municipality shall pay the amount to the Municipal Norms and to the consultant (if employed) as per Agreement as stated below. However, each payment, either in installment or in full, to both the departmental employees and the consultant shall be made as per the prevailing laws and rules of the GON.

The amount shall be paid to the Consultant assigned for the study as follows:

- For mobilization and field work - 30 percent of the total amount
- detailed engineering design draft report - 50 percent of the total amount
- Upon submission and acceptance of detailed engineering study and design final report - 20 percent of the total amount

Evaluation Criteria for Technical Proposal Acceptance for Detail Engineering Design and Study report work .

S.N.	Selected factor for evaluation	Max. Wght./ Rating
1	Experience of the Firm/Consultant relating to Assignment	10
1.1	Experience of the Firm in general for Consultancy Work	
	1) 5 or more than 5 years	4.0
	2) 4-<5 years	3.0
	3) 3-<4 years	2.0
	4) 2-<3 year	1.0
	5) <2 year	0.0
1.2	Experience and Consultancy Service in Urban/Semi Urban Water Supply and Sanitation Projects	
	1) 2 or more than 2 WSS projects	6.0
	2) 1 projects	3.0
	3) No experience	0.0
2	Adequacy of Approach, Methodology and Work Plan	30
2.1	Overall Quality of Proposal	
	1) Excellent	5.0
	2) Very good	4.5
	3) Good	4.0
	4) Average	3.5
	5) Below average	2.0
2.2	Understanding of Objectives and TOR	
	1) Excellent	10.0
	2) Very good	9.0
	3) Good	8.0
	4) Average	7.0
	5) Below average	5.0
2.3	Quality of Methodology and Work Plan	
	1) Excellent	10.0
	2) Very good	9.0
	3) Good	8.0
	4) Average	7.0
	5) Below average	5.0
2.4	Working and Manning Schedule	
	1) Excellent	5.0
	2) Very good	4.0
	3) Good	3.0
	4) Average	2.0
	5) Below average	1.0
3	Qualification and Competence of Key Staff for the Assignment	50
3.1	Team Leader/ Senior WSS Engineer	21
	a) General Qualification	
	1) Master degree in Environmental /Civil Engineering	8.0
	2) Bachelors degree in Civil Engineering	6.0
	b) General Experience in Civil Engineering Projects	
	1) 5 years or more	7.0
	2) 4-< 5 years	4.0

**Pyuthan Municipality
Office of the Municipal Executive,
Bijuwar, Pyuthan**

TERMS OF REFERENCE (TOR)

**For
Detailed Engineering Design and Study Report of
Maranthana Kota (lift)
Drinking Water Supply and Sanitation Project(15-20Km)**

F.Y. 075/76