

### Brahmapuri Rural Municipality Office of the Rural Municipal Executive

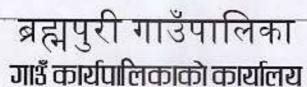
Brahmapuri, Sarlahi Madhesh Province, Nepal

### Request for Proposal (RFP)

for
Consultancy Service
for
Preparation of Transport Master Plan(RMTMP)
of
Rural Municipal Roads
(TRM/SQ/CS/01/2080-81)

2080 Chaitra







ब्रह्मपुरी, सर्लाही मधेश प्रदेश, नेपाल

### Request for Proposal& Terms of Reference

for

Preparation of Rural Municipal Transport Master Plan

( Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP).

RFP No: BRM/SQ/CS/01/2080-081

Chaitra - 2080



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Section 1. Letter of Invitation

### ब्रह्मपुरी गाउँपालिका गाउँ कार्यपालिकाको कार्यालय

ब्रह्मपुरी, सर्लाही मधेश प्रदेश, नेपाल

### INVITATION FOR RFP/ToR

Ref No:

To The Consultant,

 Brahmapuri Rural Municipality, Office of the Rural Municipal Executive, Brahmapuri, Sarlahi, has allocated fund toward the Preparing Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP) and intends to apply a portion of this fund to eligible payments under this Contract.

2. Brahmapuri Rural Municipality, Office of the Rural Municipal Executive, Brahmapuri, Sarlahi now invites proposals to provide the consulting services for Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP). Reports should be in standards form as per notice and Government of Nepal Ministry of Federal Affairs and Local Development (MoFALD) Singha durbar, Municipality Transport Master Plan Preparation Guidelince and Terms of Reference for Hiring Consultant Kathmandu.

The Request for Proposal (RFP) has been issued to the all eligible consulting firms.

 A consultant will be selected under Least Cost based Selection Method and procedures described in this RFP.

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:

(a) that you received the letter of invitation; and

(b) Whether you will submit a proposal alone or in association.

7. The name and identification of the contract are as follows:

ठेसका नं	ठेक्का नाम	प्रताव पत्र प्रताम दाखिना अवधि	प्रस्ताय पत्र खोऽने मिलि र समय
BRM/SQ/CS/01/2080- 081.	Detailed Engineering Survey, Design and Preparation of Bramhapuri Rural Municipal Transport Master Plan(RMTMP).		

Yours sincerely,

Upendra Raut

Chief Administrative Officer



### 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 (or Donor Agency) 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 hiredunder the circumstances set forth below;
  - a. A consultant, which 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.
  - 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

This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions.

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 (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
  - defines, for the purposes of this provision, the terms set forth below as follows:
    - "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, noncompetitive levels and to deprive the borrower of the benefits of free and open competition.
  - 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;
  - 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;
  - 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

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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
- 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. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
  - 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.
  - Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - 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):
  - 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.
  - 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).

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- A description of the methodology and work plan for performing the assignment (Section 3D).
- 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).
- 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 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 TP & FP as indicated in



the Data Sheet.

- 4.4 The Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and 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,QBS,FBS, LCBS)) 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals (LCBS Only)

- 5.4 The financial proposal opened pursuant Section 34 of PPA 2063, shall be evaluated for least cost method is applied select proposal as per notice the proposal of a proponent having the lowest cost out of the proponents having obtained minimum marks prescribed for being successful the technical proposal he selected as PPA 2063, 35(1)(Gha).
- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- 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 costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (Sf) 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 x T% + Sf x 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, staffmonths, 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 7 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,

d to the selected

until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

### Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to 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,
  - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
  - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

### 10. Blacklisting Consultant

- 10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
  - a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
  - 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
  - if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
  - if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
  - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

### Information to Consultants DATA SHEET



1.1	The name of the Client is: Brahmapuri Rural Municipality, Brahmapuri, Sarlah The method of selection is: LCBS (Least cost based selection method)
1.2	The name, objectives, and description of the assignment are: As per ToR
1.3	A pre-proposal conference will be held: No Name: Mr. Upendra Raut ( Chief Administrative Officer) Brahmapuri,Sarlahi Telephone:9854044037 and Email address: brahmpuri.g.p.sarlahi@gmail.com Address: Brahmapuri Rural Municipality, Brahmapuri Sarlahi
1.4	The Client will provide the following inputs: As per TOR documents.
1.10	The clauses on fraud and corruption in the Contract are: The consultant will be Black listed.
2.1	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: Brahmapuri Rural Municipality "Sarlahi Email address: brahmpuri.g.p.sarlahi@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: NOT  (ii) The estimated number of professional staff-months required for the assignment is: 3  iii) Available Budget for Fixed Budget Assignment: NA  (iv) The minimum required experience of proposed professional staff is: Attached in separate table.  (vi) Reports that are part of the assignment must be written in the following language(s): English

3,4	(vii) Training is a specific component of this assignment: No (viii) Additional information in the Technical Proposal includes: NA
3.9	Proposals must remain valid for 90 days after the submission date
4.3	Consultants must submit an original copy of each proposal: Yes
4.4	The proposal submission address: Brahmapuri Rural Municipality , Sarlahi Information on the outer envelope should also include:
	Contract no of the consultant representatives Name and address of the firm Date of submission.
4.5	Proposals must be submitted no later than: As per notice.
5.1	The Employer is Brahmapuri Rural Municipality, Brahmapuri, Sarlahi
5.3	The Intended Completion Date for the whole of the service shall be within :2081/03/10.  Time Extension is only permissible up to this FY:2080/081 Only if consultant is under the contact and direct consultation with the office.  If work is not completed in this FY, then tender will be terminated by convenience Negotiation.
5.8	The Project Manager is Er, Amar Prakash Nepal. The Project Manager and Engineer are synonyms.
5,9	The Site is located at Bramhapuri Rural Municipality different Wards rural roads.
5.1	The Start Date shall be within 07 days from the signing of contract
.2	The assignment is expected to commence within Seven days after signing the Contract.
.3	The terms of payment to be made to the Consultant under the contract shall be as follows:  1. The payment shall be made  (a) through accounts division/unit of the Purchaser
	Payments shall be made in Nepalese Rupees in the following manner:     Payment should be 100 % after Submission and commissioning of the services as per schedule and Technically report acceptance approval within thirty (30) days



The number of points to be given under each of the evaluation criteria are:

### (A) General Experience of firm.

[10] Points

Work Experience	Score
Registration of civil engineering consultancy service	<1=0
(Evaluation Criteria: Year of Registration and Renewal)	2 points for each Year

Support document of Experience: GoN, Development partners are considered.

### (B) Specific Experience of firm.

(30) Paint

Work Experience	Score
Number of Completion of road MTMP Projects (Evaluation Criteria : Experience and Agreement form)	<1=0 6 points for each job/Report

Support document of Experience: GoN, Development partners are considered

### (C) Methodology and service delivery in responding to the Terms of Reference. [20] points

Particulars	Maximum points
Understanding to the TOR	3.0
Description of activities and output of each task	9.0
Relevant Task Schedule	4.0
Schedule of Technical Resources (Manpower and equipment)	4.0
Total not to exceed	20

### (D) Qualifications and competence of the key staff for the Assignment

Key Personnel	Score for Academic qualification -16	Score for Experience-24 (minimum 2 year, <2yrs=0)
Transportation/ Civil Engineer	M Sc or above-6, BE-4	Max. score-8, one mark for each year
Draft person	B. Arch-4, Diploma In Arch-2	Max. score-5, one mark for each year
Sub-engineer	Diploma in Civil Engineering-2	Max. score-6, one mark for each year
Surveyor	Diploma in Survey Engineering-2	Max, score-3, one mark for each year
Computer operator	10+2 pass & Diploma in Computer training-2	Max. score-2, one mark for each year

### Total Points: 100

- Provide bio-data and qualification certificate of the mentioned resource persons. The bio-data shall be signed by respective personnel declaring the correctness of the information. Experience of technical person is taken for evaluation only certified by GoN, authorised institution and development partners.
- The firm/JV shall have to submit the NEC registration certificate for engineer professionals where applicable, copies certified by notary public,
- The firm/JV shall also have to submit the any certificate as evidence of his/her education(degree) as required above, copies certificate certified by notary public.

A successful firm/JV must secure minimum 75 % of the total score.



### Clause ref.5,2 IV & 5,3 III

S. No.	Name of Personnel/Staff	Required no.	Minimum qualification	Minimum Experience	Remarks
1	Transportation Engineer/ Designer- Team Leader	1	BE in Civil engineering	Two years experience on related field	
2	Surveyor	1	Must have passed Diploma in Survey Engineering	Two years experience on related field	
3	Civil Sub-engineer	1	Diploma in civil engineering	Two years experience on related field	
4	Draft person	1	Diploma in Architecture	Two years experience on related field	
5	Computer operator	1.	10+2 pass & Diploma in Computer training	Two years experience on related field	

### Section 3. Technical Proposal - Standard Forms



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

### Evaluation of Consultant's RFP Application

Eligibility & Completeness Test Copy of Registration of the company/firm	Compliance
VAT/PAN Registration	yes
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax	yes
Return Submission	yes
EOI Form 1: Letter of Application	4000
EOI Form 2: Applicant's Information Form	yes
A COLLEGE CONTRACTOR OF THE COLLEGE CONTRACTOR OF THE COLLEGE	yes

### 3A. TECHNICAL PROPOSAL SUBMISSION FORM



Date:

Name of the contract: Detailed Engineering Survey, Design and Preparation of Bramhapuri Rural MunicipalTransport Master Plan(RMTMP). .Invitation for Bid No.: BRM/SQ/CS/01/2080-081.

To:

Brahmapuri Rural Municipality,

Brahmapuri, Sarlahi.

We, the undersigned, offer to provide the consulting services for Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP).in accordance with your Request for Proposal date ......and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

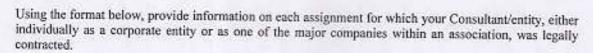
We remain,

Yours sincerely,

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

### 3B. CONSULTANT'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications



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 Consul	tants, If Any:	No.of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Desig Functions Performed:	nation (Project Director/Coordinator,	Team Leader etc.) Involved and
Narrative Description of Pro	ject: :( Actual assignment, nature of a	activities performed and location)
Description of Actual Servic	es Provided by Your Staff	

Consultant's Name:



### 3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

Section 3, Technical Proposal - Standard Forms

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT



### TEAM COMPOSITION AND TASK ASSIGNMENTS 3E.

Name	Position	Tools
	- conten	Task
		/

Position	Task
	Last



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

Proposed Position:	
Name of Consultant:	
Name of Staff:	(SINIE)
Profession:	. = 9,05
Date of Birth:	
Years with Consultant/Entity:National	liter
Membership in Professional Societies:	
Detailed Tasks Assigned:	
Key Qualifications:	
[Give an outline of staff member's experience and training most pertine Describe degree of responsibility held by staff member on relevant previous and locations. Use about half a page.]	nt to tasks on assignment. assignments and give dates
Education:	
[Summarize college/university and other specialized education of staff membe dates attended, and degrees obtained. Use about one quarter of a page.]	r, giving names of schools,
Employment Record:	
[Starting with present position, list in reverse order every employment held. staff member since graduation, giving dates, names of employing organizatio and locations of assignments. For experience in last ten years, also give typend client references, where appropriate. Use about two pages.]	
Languages;	
For each language indicate proficiency: excellent, good, fair, or poor in speal sriting.]	king, reading, and
Certification:	THE PURE NAME OF
the undersigned, certify that to the best of my knowledge and belief, these dity qualifications, and my experience.	ata correctly describe me,
	Date:
Signature of staff member and authorized representative of the consultant] ull name of staff member:	Date;

24

<del>2</del> 2.

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

36.

Subtotal (1) Subtotal (2) Subtotal (4) 12 Number of Months Subtotal (3) Months (in the Form of a Bar Chart) 10 6 Signature: (Authorized representative) v Part-time: Reports Due/Activities Position Reports Due: Activities Duration; Name Full-time:

Title: Address:

Full Name:

Section 3. Technical Proposal - Standard Forms

## 3H. ACTIVITY (WORK) SCHEDULE

### A. Field Investigation and Study Items

						[1st, 2n	d, etc.	аге топ	ths from	the stay	[1st, 2nd, etc. are months from the start of assignment.]	nent.]
	12	2nd	310	4th 5th 6th	Sth	6th	7th 8	th 91	9 10	8th 9th 10th 11th	12th	
Activity (Work)												
						-		-				
								-	H	-		
										-		

## B. Completion and Submission of Reports

27.22	
eports	Date
Draff Report	
Final Report	



# Section 3. Technical Proposal - Standard Forms

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Iteams.

	14	214	346	64	45	9
Activity (Work)						

B. Completion and Submission of Reports

Inception Report 5 set hard copies and 1 set soft copy Field Report/Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.  Draft-final Report 5 set hard copies and 1 set soft copy.	port 5 set hard copies and 1 set soft copy  /Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.  eport 5 set hard copies and 1 set soft copy.		Reports	Date
/Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.  eport 5 set hard copies and 1 set soft copy.	/Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.  eport 5 set hard copies and 1 set soft copy.	=	ception Report 5 set hard copies and 1 set soft copy	As per ToR
aft-final Report 5 set hard copies and 1 set soft copy.	aft-final Report 5 set hard copies and 1 set soft copy.	Œ	Field Report/Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.	
	Colours Company of the Colours	ō	Draft-final Report 5 set hard copies and 1 set soft copy.	

Im Note: Each Report at different phases shall bear the signature(s) of the key professional stating their involvement in the Job

Section 3.

### Section 4. Financial Proposal - Standard Forms



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



### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

Date:

Name of the contract: Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP). .Invitation for Bid No.: BRM/SQ/CS/01/2080-081.

10:		
Brahmapur	i Rural Municipality	
Brahmapuri	i , Sarlahi.	

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: 4B. SUMMARY OF COSTS/BILL OF QUANTITIES

S.No	Work Description	Nos	Rate in amount (NRs.)	.Rate in Words (NRs.)	Amount (NRs.)
1	Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP), as per ToR	1			
		- Tajar	Total without VAT		
		Value	Added Tax @ 13%		
	Tota	l Amount o	of financial Proposal		

### 4C. Breakdown of Price per Activity<sup>2</sup>

S.N.	DESCRIPTION	UNIT	Nos	UNIT RATE (RS)	AMOUNT (RS)	REMARKS
A.	Remuneration			(A.S)		
В.	Miscellaneous					

The client may choose to request Forms 4C, 4D, 4E an 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.

### Section 5. Terms of Reference

(DETAILED SURVEY AND DESIGN OF RMTMP)



### OBJECTIVE AND SCOPE OF WORK

The objective of the consulting services is to conduct a Preperation of Rural Municipal Transport Master Plan(RMTMP) of whole Brahmapuri rural municipality roads and new proposed road, prepare future tentative Cost Estimates for the construction and alignment improvement for the construction of the road. The consultant is required to perform the following jobs.

### Objective of Consultancy Services or Brief TOR

The specific objectives of this guideline, but not necessarily limited to the following are

- Finalize visionary city development plan if Comprehensive Town Development Plan is not prepared.
- Analyze the accessibility situation.
- Identify and priorities the interventions based on the accessibility situation.
- Prepare the Rural Municipality Inventory Map (RMIM) of Road networks.
- Collection of demands for new/rehabilitation transport linkages from Rural Municipalities.

Settlements based on city development plan.

- Prepare the Perspective Plan of transport services and facilities;
- Synchronize the draft Perspective Plans of adjoining VDCs/Municipalities/districts.
- Develop scoring criteria and its approval from Rural Municipality.
- Prepare the five years Municipality Transport Master Plan (RMTMP).
- Find out the existing condition of surface drains in the municipal area.
- Work out the necessity of the surface drains in various roads.
- Prepare a realistic physical and financial implementation plan of prioritized roads for the MTMP period; and
- Prepare Rural Municipal Transport Perspective Plan (RMTPP)

### scope of the assignment

- a) Assist in the Formulation of the RMTMP Coordination Committee RMPCC
- b) Secondary Sources of Information and Review of existing MTMP/planning documents
- c) Accessibility Data Collection and Analysis
- d)Prepare the Indicative Municipality Development Potential Map (IDPM)
- e)Prepare the Rural Municipality Inventory Map (RMIM) of Urban Road, Main Trails and Bridges
- f) Collection of Demands for New/Upgrading/Rehabilitation Transport Linkages from Wards/Settlements
- g) Developing Scoring Criteria and its Approval from Municipality
- h) Road Classification and Nomenclature
- i) Preparation of Perspective Plan of Intervention of Services and Facilities
- j) Analyze Fund Availability for Roads
- k)Preparation of the rural Municipality Transport Master Plan (RMTMP)
- Prepare a Realistic Physical and Financial Implementation Plan of Prioritized
   Roads for the RMTMP Period

### EXPECTED OUTPUTS

The major anticipated outputs of this assignment are

- A sealed technical and a sealed financial proposal for evaluation
- Work plan to accomplish the study within the timeline.
- · All data in systematic record (soft and hard copies) and photographs captured during
- Final draft report in specified contents for review.
  - · Final report in both hard and soft copies

The overall objective of the consulting services is to prepare the Brahmapuri Rural MunicipalityTransport Master Plan (RMTMP/MTPP) of Brahmapuri Rural Municipality.

As part of MTMP preparation, accessibility planning could be an effective tool to assess the existing situation of the services and facilities. The interventions derived from the accessibility planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities.

The MTMP is designed to take account of the real needs of the people for infrastructure as per vision of the city development plan that will primarily be a visionary plan. Based on this visionary plan MTMP shall be harmonized with DoLIDAR's Approach manual to maintain similarity so that municipal transport network can be overlaid to the respective DTMP/other MTMPs to prepare local transport network.

- 2.1 The specific objectives, but not necessarily limited to the following, are:
  - Finalize vision of city development plan.
  - Analyze the accessibility situation.
  - Identify and priorities the interventions based on the accessibility situation.
  - Prepare Indicative Developmental Potential Map (IDPM)
  - Prepare the Municipality Inventory Map (MIM) of Road networks. Collection of demands for new/rehabilitation transport linkages from Municipalities/Settlements based on city development plan.

    Prepare the Perspective Plan of transport services and facilities;

  - Synchronize the draft Perspective Plans of adjoining VDCs/Municipalities/
  - Develop scoring criteria and its approval from Municipality.
  - Prepare the five year Rural Municipality Transport Master Plan (RMTMP)
  - Prepare a realistic physical and financial implementation plan of prioritized roads for the MTMP period; and
     Prepare Bramhapuri Rurral Municipal Transport Perspective Plan (TRMTMP)

### Scope of Services

The consulting shall provide high quality professional services for the preparation of MTMP/MTPP, with the reference to the annexes 1-5 and visionary city development plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following:



a) Assist in the Formulation of the Municipality Roads Coordination Committee (MRCC)

The main task of the MRCC is to provide support to the municipality in formulating,

managing and monitoring Municipality road transport infrastructure policies, rules and regulations. Generally, the MRCC shall be composed of:

	Mayor Chai	rperson MRCC
	Executive Officer of municipality	Member
	Two elected or nominated Municipality members	Member
	One representative from different political parties	Member
0	Chiefs of Lines agencies within the municipality	Member
D	Representative from Women and ethnic minority groups Member	Tracinoci .
	DTO representative	Member

☐ Planning section chief of municipality Member
☐ Member

☐ MTS Chief Member Secretary

The consultant shall advise, assist and support the Municipality to form the MRCC. It shall ensure involvement of the MRCC in the entire planning, decision-making, programming etc. processes in the preparation of the MTMP. Initiating with one introduction/orientation workshop to the various stakeholders (MRCC, Ward representative and Tole Sudhar Committee's representatives) about the process and procedures and their respective roles during the Preparation of MTMP/MTPP the consultant shall continue preparation of MTMP.

b) Secondary Sources of Information and Review of the existing MTMP The consultant shall collect secondary information from the various district based line agencies, project/programmes, INGOs/NGOs, and other regional and central level organizations as required.

The consultant shall review the available existing MTMP if any. All the roads identified from secondary sources shall be assessed and considered seriously for the forthcoming MTMP. The RMTMP should be updated every 5 years.

c) Accessibility Data Collection and Analysis

Accessibility data shall be collected using GPS from settlement level by involving enumerator/s. Proper orientation training provided to the enumerator/s for efficient data collection within the prescribed time period. (Please refer Annex -1)

The collected information will be stored on a computer. Primary analysis will be done to find the accessibility situation of the Municipality and identify the gaps with the reference of visionary of city development plan.

- d) Prepare the Indicative Municipality Development Potential Map (IDPM) The consultant shall prepare the Indicative Municipality Development Potential Map (IDPM) according to the vision of city development plan taking reference of the annexes 1-5. The base map will be prepared on a 1:25000 scale topographical map and digitized to prepare GIS Maps. The identification and ranking process of existing/potential areas and services (Please refer annex-5) shall be carried. The consultant shall validate the IDPM from the MRCC and Rural Municipality.
- e) Prepare the Municipality Inventory Map (MIM) of Urban Road, Main Trails and Bridges The consultant shall prepare Municipality Inventory Map (MIM) of the municipality linking to existing strategic and local road network such as national highways, trunk roads, district core road network (DRCN), main trails and main bridges, wherever pertinent and possible, by plotting on the 1:25000 topo-base maps. The consultant shall carry out, by mobilizing enumerator/s, reconnaissance/walkover surveys. MIM shall be prepared with reference to form annexed (Please refer annex-2). The consultant shall disseminate and discusses MIM with a wider audience through a municipality level workshop. Later, the MIM shall be discussed and verified through discussion with the municipality technical team and finalized from the municipality.
- f) Collection of Demands for New/Upgrading/Rehabilitation Transport Linkages from Wards/Settlements

The consultant shall collect formal requests for new construction or rehabilitation of different linkages from wards and settlements, on their needs basis (Please refer annex-4). The demand shall be collected in the order of priority incase of more than one transport linkage is demanded from each ward. The collected demand shall be screened, synthesized, synchronized and harmonized at municipality level through a workshop. Similarly, the consultant shall obtain the socio-economic data of all requested transport linkages by involving enumerator. The consultant shall follow annex 5.

g) Developing Scoring Criteria and its Approval from Municipality

The Consultant shall mandatorily develop weight system for the scoring and prioritization criteria for screening and prioritized demanded following guidelines annexed (Please refer annex- 5), for all interventions. The scoring and prioritization criteria shall be approved by the municipality. All the

demanded linkages shall be processed and undergo through the screening and prioritization process.

h) Road classification and nomenclature

The consultant shall prepare road classification criteria, propose metric system of road nomenclature and accordingly apply the same during data collection and stock taking from field. For this, annexed guideline shall be followed. (Please refer annexes 1&5)

- i) Preparation of Perspective Plan of Interventions of Services and Facilities The consultant shall prepare perspective plan of interventions of services and facilities, which are identified from the accessibility analysis and municipality level workshops. All the identified interventions shall be screened and rated on the basis of approved criteria. The consultant shall discuss with the municipality technical team and the MRCC relating to interventions of services and facilities for the improvement of the access situation and shall forward to Municipality Council meetings with recommendation. Accordingly, the final perspective plan of municipality roads will be developed. The perspective plan shall be shown in GIS maps also.
- j) Analyse Fund Availability for Roads

The internal and external financial resources available in the municipality shall be reviewed by the consultant discussing with the municipality authorities so that the financial resources available for the transport interventions during the five year MTMP period can be estimated. Sources of funding include annual budget allocated in the municipality, the budget allocated through GoN central agencies such as DoLIDAR/MoFALD etc. Other possible sources of funds could be from road tolls, royalties, land taxes etc. Prospects of funding from other external sources, including possible and committed funding from donors, are reviewed and shall be taken into account.

k) Preparation of the Rural Municipality Transport Master Plan (RMTMP) Considering the Perspective Plan, the consultant shall prioritize the Perspective Plan (Refer annex 5) Subsequently, the consultant shall prepare and/or update the five year MTMP of the municipality by selecting transport interventions (maintenance, upgrading and new construction of main trails, trail bridges and roads) from among top priority in the Perspective Plan starting from first and that could be implemented in the next five years period. This shall be based on cost estimates of maintenance, upgrading, rehabilitation and new construction of main trails, bridges and roads and available financial resources.

The consultant shall present the findings of the MTMP and MTPP to municipality and MRCC in a workshop and incorporate the suggestions and recommendations from the Municipality and MRCC in the final report.

Subsequently, the municipality will present the final MTMP report to the municipality council for formal approval that will be approved by municipality council with a strong commitment not to invest in non-MTMP roads.

 Prepare a Realistic Physical and Financial Implementation Plan of Prioritized Roads for the MTMP Period.

The consultant shall collect information on existing resources spent on transport infrastructure and possible available resources, and make a projection for the next five years period. From the total projected resources, the consultant shall discuss with the municipality to find out the appropriate proportion to be spent

on on-going roads and new interventions (construction/rehabilitation/maintenance etc) proposed. Based on the five year projected funds availability the financial implementation plan shall be prepared. This step involves matching the estimated resources that are expected to be available to the municipality over the plan period, with the interventions for on-going roads and proposed ones. The total numbers of road and interventions proposed for the MTMP period shall match with the projected available resources and should avoid proposing a long list for the MTMP period. (Please refer annex 1)

4. Duration of the Study and Reporting

The duration for the assigned task is three (3) months.

The consultant shall submit the following reports:

i) Inception report: The consultant shall submit two (2) copies of the inception report within two (2) weeks after signing the contract.

Inception must include detail methodology for formulating municipality's visionary plan, collection of secondary information, work plan and activities. The forms and formats/questionnaires shall be fine tuned and proposed appropriately if found lacking for this assignment. The formats and questionnaires shall be reviewed and approved by Municipality Technical section in coordination with planning section within the municipality. The municipality shall seek consultation and/or support from DoLIDAR /MoFALD at any time during the entire period.

ii) Field report: The consultant shall submit two (2) copies of the field report within one and a half months from the date of signing of contract. The report shall indicate detail methodology applied for completion of fieldwork, associated problems encountered and adopted solutions. iii) Draft report: The consultant shall submit four (2) copies of the draft report after two and a half months from the date of signing the contract.

The report should have two volumes.

Volume I should contain the main report and all GIS maps and

Volume II should contain various data and detail analysis for scoring and prioritization. All maps should be multi-color and the layers that shall include:

Map 1: Map of Nepal showing strategic road network and location of district

Map 2: Indicative Development Potential Map

Map 3: municipality Road Inventory Map

Map 4: Land Use Map of the municipality

Map 5: Consolidated RMTPP Map showing all Road Class 'A', 'B' & 'C' as

defined by municipality

Map 5a: MTPP Map of Road Class 'A'

Map 5b: MTPP Map of Road Class 'B'

Map 5c: MTPP Map of Road Class 'C'

Map 6: Consolidated MTMP Map of showing all Road Class 'A', 'B' & 'C'

Map 6a: MTMP Map of Road Class 'A' Map 6b: MTMP Map of Road Class 'B'

Map 6c: MTPP Map of Road Class 'C'

Map 6d: Map showing Bridges

iv)

The consultant shall conduct one interactive one day workshop for acquiring comments/suggestions by involving related stakeholders.

A few samples of the desired maps can be referred from DoLIDAR approach manual.

reports with in three months from the date of signing of contract. Final report shall incorporate comments and suggestions received on the draft reports and also from municipality workshops. The report should be also be submitted in two Volumes, as mentioned in the draft report. All Five (5) sets of GIS maps should fit in A3 size paper with the nearest 25,000 thousand scale (i.e, 1:200000, 1:225,000, 1:250,000, 1:275,000 etc) and required layer as described in draft report. In addition, one (1) set of the hard copy of maps should be in topographic fin map sheets.

The reporting schedule shall be as summarized below:

S.N	Reports	Period	Remarks
1	Inception Report	After 2 weeks of signing the contract	1 copies
2	Field Report	After 1.5 months of signing the contract	1 copies
3	Draft Report	After 2.5 months of signing the contract	1 copies
4	Final Report	After 3 months of signing the contract	3 copies & 1 soft copy in pendrive

# Indicative Reporting Outline is as follows:

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Foreword

6.

Acknowledgement

Approval of the Municipality Council on MTMP

Table of contents

Abbreviations

Executive

Summary

Introduction

Background

Objective of MTMP

Scope and Limitation of MTMP

Approach and Methodology

Review of existing infrastructure situation (or RMTMP if existing)

Assessment of existing infrastructure situation (or MTMP if existing) and

visionary city development plan.

Constraints in the implementation of MTMP

Indicative Development Potential Map

Summary Rural Municipality Municipality Profile

List of Development Potential Areas

Briefs on Development Potential Areas

Ranked List of Growth Centres

Indicative Development Potential Map (IDPM)

Municipality Inventory Map of Road Network List of Rural municipality Roads (with coding)

Briefs on municipality Roads (Salient features, condition, required intervention,

population served, major potentiality, trade, other socio-economic benefits, etc.)

List of ward Roads (with coding)

Briefs on ward roads (Salient features, condition, required intervention, population

served, agricultural production, trade, other socio-economic benefits, etc.)

List of Main Trails with coding

Briefs on Selective Main Trails (Salient features, condition, required intervention,

population served, agricultural production, trade, other socio-economic benefits, etc.)

Municipality Inventory Map of Road network (MIM)

Perspective Plan of municipality Transport Network

Process and Procedure for collection of demand

Scoring System for Screening, Grading and Prioritization

List of Feasible New Linkages (with perspective weighted score and code) Briefs on

Feasible New Linkages (Salient features, population served, agricultural production,

trade, other socio-economic benefits, etc.)

Possible inter-municipality/district linkages (write about the linkages that are synchronized with the linkages of adjacent municipality/districts) Perspective Plan of municipality Transport Network with the respective score and ranking.

# First Five Year Municipality Transport Master Plan Five Year



Projected Financial Plan

Sharing of Funds (Indicate the annual shares of funding for various interventions)
Year-wise Targets (Indicate the annual targets for various interventions) Prioritized
Municipality Roads for RMTMP period (with code & required interventions)
Prioritized Ward Roads for RMTMP period (with code & required interventions)
Prioritized Main Trails for RMTMP period (with code & required interventions)
Prioritized Main I Bridges RMTMP period (with code & required interventions)
First Five Year District Transport Implementation Plan

#### Conclusion

Other Relevant Issues (please briefly discuss other important issues, if any) Conclusion

# Organisation of Workshops

The Consultant shall be responsible to organize and conduct all workshops mentioned in the ToR. All costs incurred for the workshops (including allowances for participants, stationeries, refreshments etc) shall be borne by the consultant as per the quoted cost.

# Proposal Submission

The consultants shall submit technical and financial proposals under two-envelope system. The technical and financial proposals must be enclosed in separate wax scaled envelopes, clearly mentioning the type of proposal (Technical and Financial) and name of the task on the envelope. Then both the scaled envelopes must be enclosed in an outer waxed scaled envelope, clearly stating the name of proposal, purchaser's address and the firms' name and address.

# 3

# 2. EXECUTION OF CONSULTING SERVICES

#### 2.1 General

The Consultant shall carry out the necessary field works and engineering surveys along the road corridor. Before mobilization of survey team to the field, the consultant shall have to submit a preliminary report. The alignment, to be surveyed shall be located in available topo map (scale not less than 1:500000), according to the previous report if any, should be referred). The team personnel mobilized for field work & work schedule of field work should be included in the preliminary report. The survey work and survey plotting will be carried out in two stages and follow in principle the guidelines as detailed in Annex 2. The consultant shall be responsible for the analysis and interpretation of the data. General guidelines for the execution of the consulting services are provided in the "Checklist for detail engineering of roads" provided with ToR and consultant is required to follow them.

# 2.2 Engineering Surveys

The methodology for the survey works and survey plotting shall follow the guidelines given in the Annex 2.

#### 2.3 Working Team

The working team for field and office works should necessarily consist of the following Key Personnel together with adequate supporting manpower.

- i Transportation/Civil engineer/Design Engineer\*
- ii Surveyor
- iii Civil Sub Engineer
- iv Computer operator
- V Draft person

\*Note: Civil engineer/Design Engineer need to have experience in all technical aspects of detail survey and design, including alignment selection, with knowledge of geology and geotechnical engineering, design of water management structures and use of software for the design of the roads. Separate professionals could be proposed if the same individual do not possess the capability to fulfill the requirement.

Note: A proposal failing to include the above key personnel will be rejected.

# Consideration of environment protection

While designing the horizontal and vertical alignment, the consultant are required to predict damages to the environment and attempt to mitigate or minimize such damages and suggesting appropriate measures in design. The width disturbed due to earth-work (cutting and filling width) should be minimized, providing retaining structure. The consideration should be more specific particularly considering the environment friendly approach for construction that needs to be adopted.

#### 2.3.1 Liaison with engineer in-charge

The Consultants are required to maintain close liaison with the Engineer in-charge, Bramhapuri Rural Rural Municipality. Draft design proposals for alignment, earth work and pavement design, structures and other technical aspects of the design shall be discussed with the Engineer in-charge for approval prior to proceeding with the detailed design and drawings.

## 2.3.2 Engineering design calculations

All engineering design must be shown with calculation. The format should be described properly declaring the meaning and source of variable constants and multiplication factors should be referenced and justified.

#### REPORT

The consultants shall submit copies of the reports as follows:

Draft report

I (one) copies

Final report

5 (Five) copies

The format of the reports shall be broadly in line with the format as prescribed in Annex 3 of this ToR. However, the consultant must take prior approval of the report format from the engineer in-charge.



# 4. PRESENTATION OF REPORT

The consultant may be asked to present the report before the committee appointed by the Brahmapuri Rural Municipality aftersubmission of the draft report with aid of audiovisual interpretation.

#### 5. TIME SCHEDULE

The consultant shall commence the work within the time mentioned in this ToR and shall be submitted to Brahmapuri RuralMunicipality, Sarlahi to fit in with the schedule as follows:

Draft report

: within 3 weeks of the commencement date

Final Report

: Within 8 weeks of receipt of Brahmapuri Rural Municipality Engineer's

comments on he draft report with electronic copy.

# 6. MODE OF PAYMENT

a) 80% of the contract amount after submission and verification of draft report

b) 20% of the contract amount after design verification and approval from Brahmapuri Rural Municipality ,Sarlahi.

#### USE OF COMPUTER

Consultants are encouraged to use computers and appropriate software. But the software to be used in engineering design works must be approved in advance by the client. Further, the reports should contain adequate information on methodology adopted in the programme, summarized flow diagram, description of formula used in the programme, data required for input and results obtained in output etc. It does not however apply to word processing software, but formula used in spreadsheet must be described. The consultant need to submit the softcopy of the data of alignment; plan, profile & of cross section drawings, detail cost estimate compatible in a format acceptable to the client.

# 8. DEFECT LIABILITY

## 8.1 Responsibility for survey and design

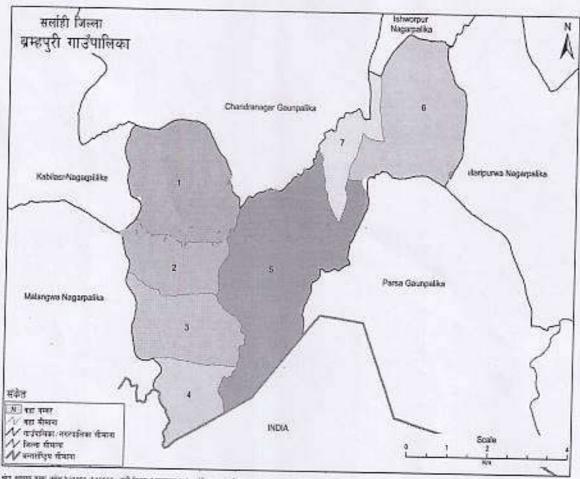
Submission of the final reports does not relieve the consultant from their responsibility to the design. They shall bear full responsibility for:

- Authenticity of all the field data including socio-economic, environmental, topographic, and hydrological information;
- ii. Correctness of the design and all the calculations;
- iii. Correctness of the drawings;
- iv. Correctness of any other details related to construction
- 8.2 Acceptance of responsibility The consultants shall submit signed Statement of Acceptance of Responsibility as mentioned above in sections 7.1 with the final report.





# The Design Standard is as specified in Nepal Rural Road Standard (NRRS)



क्षेत्र क्षेत्रक प्रमान अस्थ ५ १५००० १,५०००० वर्षे विकास र मागामम २०६८ सेवार राजान विकास

Projection System: MUTM, Spheroid - Evered 1830 McFALD, 2014

## Study Area

The study Area induced all the wards of Brahmapuri Rural Municipality. The figure below shows the mucnicipal office area of Brahm apuri Rural Municipality



#### Annex

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#### Engineering Surveys

The purpose of engineering survey is to provide ground data for design and preparation of construction drawings and to establish quantities of construction work. The survey will be carried out with sufficient coverage and details required for construction of EFR. The main requirement of the survey work will be thorough and permanent monumentation of survey with clear and proper documentation to ensure that the entire survey could be retrieved without difficulties during construction period.

#### (1) Survey Work

#### **Engineering Survey**

As this stage the engineering survey will comprise those surveys mainly to provide grade control and details for basic design of road alignment. The following surveys are envisaged.

- i. Fixing gradient between consecutive control points
- ii. Establishment and monumentation of Benchmarks and baseline control points
- iii. Benchmark survey
- iv. Baseline survey
- v. Traverse survey
- vi. Profile or centreline survey

# (i) Fixing Gradient Between Consecutive Control Points

This will be done with the help of Total station, ranging rod and tape. The main objective of the survey will be to provide control of vertical gradient of road alignment between consecutive control points.

# (ii) Establishment and Documentation of Bench Marks and Control Points

Permanent TRMs will be established along the road alignment at about 1 km intervals. Monumentation of TRMs will be done using concrete pegs mounted with nails at the top. Other permanent objects along the alignment also will be appropriately used for TRM documentation. The TRMs will be located so that they are not disturbed by construction activities. Similarly, TRMs will be located away from the slide zone.

The TRMs will provide vertical control points for the survey and also serve as baseline stations and traverse points for horizontal ground control. The position of TRMs will be marked by three permanent reference points. Moreover, temporary bench marks (TTRMs) will be provided in between permanent TRMs, as required. Description cards (D-cards) of all TRMs will be prepared to enable all permanent monuments for easy retrieval during construction.

#### (iii) Bench Mark Survey

Bench mark survey will be carried out by running a double run, second order split level circuits. All closing errors shall be kept within the acceptable limits of second order accuracy.

#### (iv) Baseline Survey

A closed baseline survey will be carried out starting from accepted primary control points using EDM equipment. Reciprocal linear measurements and two sets of angular measurements will be taken between three consecutive baseline stations. Distance between two consecutive baseline points will depend upon the visibility. However, this distance will not be more than 750 m. The baseline survey will provide horizontal control for engineering survey works. A single coordinate system will be used

#### (v) Traverse Survey

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A primary traverse survey will be carried out along the road alignment. The survey will be connected to the baseline survey so that both surveys will have single coordinate system. The survey will cover the right-of-way (ROW) and will record location of existing and proposed centre line, TRMs and TTRMs, physical and manmade features of permanent nature, which might influence the road alignment.

# (vi) Centre Line Survey

The centre line of the proposed road alignment will be carried out at 20 metres intervals by driving wooden pegs. Similar pegs will be driven on 15 metres either sides of centre line to define right-of-way (RoW). The spacing of chainage markings will be adjusted as required for abrupt change in ground profile and horizontal curvature. These chainage marks will provide reference for centre line surveys and other surveys and investigation along the alignment. In case of existing tracks and trails proposed to be upgraded for road, necessary setting out and alignment corrections will be included during centre line survey.

The centre line survey of the road will be carried out at each chainage point by auto level. Any sudden change in gradient will be recorded separately. Levels will be referenced and closed to near by TRMs.

#### (vii) Cross-Section Survey

In case of new alignment sections cross-sections of road alignment will be surveyed at each chainage point. Whereas in sections where existing trails, tracks are to be improved this interval could also be appropriately adjusted with typical cross-sections taken at homogenous stretches covering sufficient details to establish construction quantities with adequate details and accuracy. In general, the cross-section survey will extend to a minimum of 15m on either side of the centreline of the road. However, at places requiring further details the survey will extend beyond 15m to cover these features.

In case of major cross drainage, detail cross-sections will be taken at 50 m along the upstream and downstream of proposed crossing. The cross-sections will appropriately cover area beyond high flood lines.

The cross-section survey will be carried out following tachometric methods, tape and rod or using auto level, as appropriate.

# (viii) Fixation of centre-line

After completion of the design the centreline pegging with use of EDM will need to be carried out to mark the centre line of Beginning of Curves, Middle of Curve, and End of Curve and centreline points along straight sections at intervals of 50m. Wooden pegs need to be of minimum 1.5 inch diameter and length 5 inch.

# (ix) Correction of centreline & Chainage marking

At the time of field verification if there is the need to correct the centreline, necessary modification to the design will be required. The corrected centre line will need to be marked accordingly. Chainage marking at intervals of 250m will need to be marked neatly at permanent locations along the alignment.



### (2) Survey Plotting

#### Stage 1 - Survey Work

The survey plotting will be carried out to prepare centreline plans, longitudinal profile and cross-sections of the road alignment.

The plans will show extent of right of way, name of place, streams and river crossing, chainage, location of bypasses and turning point etc.

The profile survey plot will show existing ground level, soil and rock type, stream and river cross-section and other drainage crossing, name of place, problematic area etc.

The cross-section plots will show slope profile with levels, location of existing structures (e.g. buildings) etc.

#### Stage 2 - Survey Work

Plotting of detail survey will be carried out to prepare plan and showing details of right-of-way horizontal alignment including curvature, turning points and bypasses, buildings and other permanent objectives, landslides and problematic areas; contours, topography features, name of places river and stream crossing etc.

The scales of survey plotting and map preparation will be similar to that as specified in the ToR for plan and profiles and cross-section.

# (3) Assistance to Land and Property Acquisition

The consultant will assist the users/beneficiaries and Rural Rural Municipality to identify land and other assets to be acquired for the road construction. To the extent possible the alignment will avoid high value lands, single land ownership, buildings and structures.



# Consultant shall prepare and submit the reports specified below. All reporting shall be in English,

Each report shall be submitted in five copies to Brahmapuri Rural Municipality.

Following report shall submit in time as mentioned below:

#### i. Inception report:

Inception report is expected to reveal the format of the final report. This would reveal not only the proper understanding of the study team about the Preparation Detailed Engineering Survey, Design and Preparation of Brahmapuri Rural Municipal Transport Master Plan(RMTMP), but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectorial agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the TOR be clearly stated in the report so that necessary actions could be initiated.

# ii. Field Report/Draft Report (Interim report) (3 copies);

By this time the study team is expected to complete works. Interim report shall submit within 2 months from the date of work order. This report should have all the contents of the inception report submitted with feedbacks and must include all documents drawing discussed in the meeting and specified in TOR.

# iii. Draft Final Report (3 copies):

By this time the study team is expected to largely complete works. The consultant with this report required to hold a presentation in Brahmapuri rural municipal office.

## iv. Final Report (3 copies).

Normally, the comment in draft final report will be given within 1 week from the date of draft report presentation. It should incorporate all due suggestions received in draft report.

## v. Time Schedule

Estimated time to complete this assignment shall be 3 months from the date of work order. However the planning team shall work minimum 2/3 of total study period in the field of assignment.



# Letter of Intent

[on letterhead paper of the Purchaser]

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# Notes on Letter of Intent

The issuance of Letter of Intent is the information of the selection of the bid of the successful bidder by the Purchaser and for providing information to other unsuccessful bidders who participated in the bid as regards to the outcome of the procurement process. This standard form of Letter of Intent to Award should be filled in and sent to the successful Bidder only after evaluation and selection of substantially responsible lowest evaluated bid.

To: name and address	of the Supplier
Subject:	Issuance of letter of intent to award the contract
amount in figures and word	ntention to award the contract, for execution of the
Autho	rized Signature:
Name	C
Title:	

CC:

[Insert name and address of all other Bidders, who submitted the bid]

# Letter of Acceptance [on letterhead paper of the Purchaser]

	date
	To: name and address of the Supplier
	Subject Natification of Award
	This is to notify that your Bid dated date for execution of the
	You are hereby instructed to contract this office to sign the formal contract agreement within 15 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.
	The amount of performance security shall be NRs
	The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.
	Authorized Signature:
Na	me and Title of Signatory:

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# Agreement Form

Standard Form of Contract This CONTRACT (hereinafter called the "Contract") is made the ....... day of the month of ...... between, on the one hand, Brahmapuri Rural Municipality Office (hereinafter called the "Client") and, on the other hand, .....(hereinafter called the "Consultants"). WHEREAS (a) the Client has requested the Consultants to provide certain consulting services as efined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services"); (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract; NOW THEREFORE the parties hereto hereby agree as follows: 1. The following documents attached hereto shall be deemed to form an integral part of this (a) The General Conditions of Contract; (b) The Special Conditions of Contract; (c) The following Appendices: Appendix A: Description of the Services Appendix B: Reporting Requirement Appendix C: Key Personnel and Sub consultants Appendix D: Duties of the Client Appendix E: Cost Estimates in Local Currency Appendix F: Form of Guarantee for Advance Payments Appendix G: Minutes of Negotiations Meetings 2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular: (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and (b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract. IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written. For and on behalf of Brahmapuri Rural Municipality Office. Brahmapuri-02, Sarlahi .Section 6. Standard Forms of Contract 54 (Authorized Representative) Mr ..... Designation: ..... Seal: For and on behalf of ..... (Authorized Representative) Designation: (Authorized Representative) Seal:

Mr. .....

Witness

