

SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No.: [1-service-074/75]

**Consulting Services for:
Implementation of Metric Addressing System in Vyas Municipality
with Fabrication & Installation of Metric House Number and Street
Signage Plates in Ward 2, 3 & 4 of Vyas Municipality**

Office Name: Vyas Municipality Office
Office Address: Damauli, Tanahun

Financing Agency: Government Budget

Issued on: 2074/10/11


Ravindra Lal Mui
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No. 100-52657A




Hari Prasad Sanstola
Chief Administrative Officer

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Section 1. Letter of Invitation

REQUEST FOR PROPOSALS

First Date of Publication: 2074/10/11

Invitation of RFP for Consultancy Services for Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality.

Dear Consultants,

1. Vyas Municipality Office has allocated fund for Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality and intends to apply a portion of this fund to eligible payments under this Contract.
2. The Vyas Municipality Office now invites proposals to provide the following consulting services (hereinafter called "Services"): Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality. More details on the Services are provided in the Terms of Reference in RFP Document.
3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants:
 - a. Auto Carto Consult (P) Ltd.
 - b. Cemeca Consultant (P) Ltd.
 - c. Innovative Solution (P) Ltd.
4. RFP documents could be obtained free of cost during office hours on all government working days within 30 days of first date of publication of this notice from Vyas Municipality Office, Damauli, Tanahun or can be downloaded from the website <http://www.vyasmun.gov.np>
5. Duly completed **RFP** documents should be submitted to the address mentioned below clearly mentioning the name of the Job in sealed envelopes before 12 Noon (NST- Nepal Standard Time) within 31 days of first publication of this notice .

The Chief Administrative Officer

Vyas Municipality Office, Damauli, Tanahun

Telephone: 065-560162

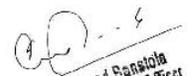
Facsimile: 065-560233

E-mail:vyasmunicipality@gmail.com

6. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day, the same hour.
7. Duly completed RFP documents received after the due date & time, shall be considered late, summarily rejected and returned unopened.
8. The completed RFP documents received by the due date and within the specified time shall be opened at


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14:00 (NST) on the 31st day of first date of publication of this notice in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicants or their authorized representatives, however, shall not obstruct or prevent the opening of the RFP in any way.

9. The RFP documents received from the consultants will be evaluated on the basis of the approved evaluation criteria. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
10. Vyas Municipality office reserves the right to accept or reject any or all proposals with or without giving any reason whatsoever.
11. Further information on this RFP can be obtained from the above address of Vyas Municipality office during office hours in all working days prior to the deadline of submission of RFP.


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Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

1. Definitions	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</p> <p>(c). "Borrower [or Recipient or Beneficiary]" means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</p> <p>(d). "Client" means the [procuring entity/implementing/ executing agency] that signs the Contract for the Services with the selected Consultant.</p> <p>(e). "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(h). "Day" means a calendar day.</p> <p>(i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.</p> <p>(j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>(k). "Government" means the government of the Nepal.</p> <p>(l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>(m). "Key Expert(s)" means an individual professional whose skills,</p>
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	<p>qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.</p> <p>(n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(s). "SRFP" means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Client named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the</p>


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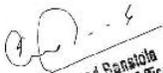

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	inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet .
3. Conflict of Interest	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p> <p>Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:</p>
a. Conflicting activities	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c. Conflicting relationships	(iii) <u>Relationship with the Client's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

<p>5. Corrupt and Fraudulent Practices</p>	<p>5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP.</p> <p>5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.</p>
<p>6. Eligibility</p>	<p>6.1 The GoN/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects.</p> <p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<p>a. Sanctions</p>	<p>6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>
<p>b. Prohibitions</p>	<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
<p>c. Restrictions for public employees</p>	<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).</p>


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B. Preparation of Proposals

7. General Considerations	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
9. Language	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.
10. Documents Comprising the Proposal	10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet . 10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet .
12. Proposal Validity	12.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline. 12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price. 12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC.
a. Extension of Validity Period	12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity. 12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be


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	<p>done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
b. Substitution of Key Experts at Validity Extension	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
c. Sub-Contracting	<p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet.</p>
13. Clarification and Amendment of RFP	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
14. Preparation of Proposals – Specific Considerations	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p>

	<p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the Data Sheet. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14.1.2 The Client may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14.1.3 If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p>
<p>15. Technical Proposal Format and Content</p>	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>
<p>16. Financial Proposal</p>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the Data Sheet.</p>
<p>a. Price Adjustment</p>	<p>16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.</p>
<p>b. Taxes</p>	<p>16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet.</p>
<p>c. Currency of</p>	<p>16.4 The Consultant may express the price for its Services in the currency</p>


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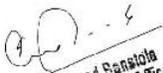

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Proposal	or currencies as stated in the Data Sheet . If indicated in the Data Sheet , the portion of the price representing local cost shall be stated in the Nepalese Rupees.
d. Currency of Payment	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking of Proposals	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."</p> <p>17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert</p>

	<p>the time and date of the submission deadline indicated in the Data Sheet]”.</p> <p>17.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p> <p>17.10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p> <p>18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO’s blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<p>19. Opening of Technical Proposals</p>	<p>19.1 The Client’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants’ authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any</p>


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	other information deemed appropriate or as indicated in the Data Sheet .
20. Proposals Evaluation	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its “no objection”, if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant’s Technical or Financial Proposal.</p>
21. Evaluation of Technical Proposals	<p>21.1 The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>21.2 Proposed experts, involved in the firms’ work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p>
22. Financial Proposals for QBS	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p> <p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client’s evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant’s overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the</p>


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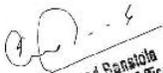



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	<p>date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> (a) Name and address , (b) Proposed service charge, (c) Discount offered, if any; (d) Description of the discrepancies, if any, between figure and words, (e) Whether the financial proposal is signed or not by authorized representative of consultant, (f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced, (g) Other necessary matters considered appropriate by the Public Entity
<p>24. Correction of Errors</p>	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<p>a. Time-Based Contracts</p>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<p>b. Lump-Sum Contracts</p>	<p>24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so</p>


 Ravindra Lal M.J.
 Engineer
 No. 111-5/2013


 Ward Municipality
 City of Bishkek, Kyrgyz Republic
 Province No. 4, Nepal
 2073


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	neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
25. Taxes	<p>25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation.</p> <p>25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.</p>
26. Conversion to Single Currency	26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed-Budget Selection (FBS)	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>
c. Least-Cost Selection (LCS)	27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for</p>

	international selection and 7 days for national selection.
a. Availability of Key Experts	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
b. Technical negotiations	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
c. Financial negotiations	<p>28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p> <p>28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3:Financial Negotiations – Breakdown of Remuneration Rates.</p>
29. Conclusion of Negotiations	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
30. Award of	<p>30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom</p>


 Ravindra Lal Meel
 Engineer
 No. 111-52021A

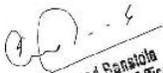



 Hari Prasad Sanatola
 Chief Administrative Officer

<p>Contract</p>	<p>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.</p> <p>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p>31. Request for Information/ Complaints</p>	<p>31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount specified in the Data Sheet with the validity period of at least ninety days from the date of filing of application.</p> <p>31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC 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 its intention to accept the winning proposal pursuant to Clause 30.1 of this ITC.</p> <p>31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31.4 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31.5 If a complaint has been lodged to the client, the client shall put on hold</p>


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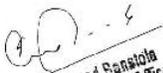



 Hari Prasad Sanatola
 Chief Administrative Officer

	<p>the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>
<p>32. Conduct of Consultants</p>	<p>32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the Contract Agreement:</p> <ol style="list-style-type: none"> a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in e. participation of other prospective bidders. f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, g. 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. h. 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
<p>33. Blacklisting</p>	<p>33.1 Without prejudice to any other rights of the client 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:</p> <ol style="list-style-type: none"> a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC, b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC, c) if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment 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 firm 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) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.


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	33.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN and or the concerned donor agency.
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Ravindra Lal Mui
Engineer
No. 11-2001/A


Vyas Municipality
City of Bhaktapur, Bhaktapur, Nepal
Province No. 4, Nepal
2073


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Chief Administrative Officer

Information to Consultants

Data Sheet

A. General	
1.1.	The Name of the Client: Vyas Municipality Office The Method of selection is : QCBS
1.2.	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality
1.3.	A pre-proposal conference will be held: No
1.4.	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Please refer to Section 5, TOR
1.5.	A list of debarred firms and individuals is available at the following website www.ppmo.gov.np
B. Preparation of Proposals	
2.1.	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: (1) Power of Attorney to sign the Proposal (2) Proof of Legal Status and Eligibility (3) TECH-1 (4) TECH-2 (5) TECH-3 (6) TECH-4 (7) TECH-5 (8) TECH-6 (9) TECH-7 AND


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No. 11-52021A




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	<p>2nd Inner Envelope with the Financial Proposal (if applicable):</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4</p> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> • Certificate of incorporation.
2.2.	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No
2.3.	Proposals must remain valid for <i>90 days</i> calendar days after the proposal submission deadline.
2.4.	Sub-contracting is allowed for the proposed assignment : No
2.5.	<p>Clarifications may be requested no later than 10 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: Vyas Municipality Office, Damauli, Tanahun Telephone: 065 560233 Facsimile: 065 560233 E-mail: vyasmunicipality@gmail.com</p>
2.6.	<p>Shortlisted Consultants may associate with</p> <p>(a) non-shortlisted consultant(s): No</p> <p>(b) other shortlisted Consultants: No</p>
2.7.	<p>The Estimated input of professional staff-months required for the assignment is : As per ToR</p> <p>The minimum required experience of proposed professional staff is: As per ToR</p> <p>Reports that are the part of the assignment must be written in the following language(s): English</p>
2.8.	The total available budget for this Fixed-Budget assignment is: "Not Applicable"

	(inclusive or exclusive of taxes). Proposals ¹ exceeding the total available budget will be rejected.
2.9.	Provisional sums: NA
2.10.	A price adjustment provision applies to remuneration rates: NO
2.11.	“Information on the Consultant’s tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np.”
2.12.	The Financial Proposal shall be stated in the following currencies: Nepalese Rupees
C. Submission, Opening and Evaluation	
3.1.	The Consultants shall not have the option of submitting their Proposals electronically.
3.2.	The Consultant must submit: (a) Technical Proposal: one (1) original (b) Financial Proposal: one (1) original.
3.3.	The Proposals must be received at the address below no later than: 12. Date: within 31 days of first publication of this notice . Time: 12.00 hours local time The Proposal submission address is: Vyas Municipality Office, Damauli, Tanahun, Nepal
3.4.	An online option of the opening of the Technical Proposals is offered: No The opening shall take place at: Vyas Municipality Office Damauli, Tanahun Date: 31 days of first publication of this notice Time: 2:30 hours local time
3.5.	In addition, the following information will be read aloud at the opening of the Technical Proposals :

¹The proposal refers to the proposed price in Form FIN-1.


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No. 111-2021A




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Chief Administrative Officer

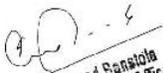
	Confirmation that invitation to submit proposal was not transferred to another party.														
3.6.	<p>The evaluation criteria, sub-criteria, and point system for the evaluation are:</p> <p style="text-align: center;"><u>Points</u></p> <p>(i) Specific experience of the consultants (as a firm) related to the assignment [20]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Experience in digital/urban base map</td> <td style="text-align: right;">----- 10</td> </tr> <tr> <td>Experience in land use mapping</td> <td style="text-align: right;">----- 6</td> </tr> <tr> <td>Experience in poverty map, hazard map</td> <td style="text-align: right;">----- 4</td> </tr> </table> <p>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference [35]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Understanding of objective</td> <td style="text-align: right;">----- 5</td> </tr> <tr> <td>Methodology depicting clear steps & activities</td> <td style="text-align: right;">----- 20</td> </tr> <tr> <td>Innovativeness & comments on ToR</td> <td style="text-align: right;">----- 5</td> </tr> <tr> <td>Work Plan</td> <td style="text-align: right;">----- 5</td> </tr> </table> <p>(iii) Qualifications and Experience of the key staff for the Assignment [40]</p> <p>1) <i>Team Leader/GIS Expert:</i> <i>Max Marks = 12 Marks</i> <i>GIS Expert with minimum of 7 year of progressive experience in the related field</i></p> <ol style="list-style-type: none"> a. Years of experience 10 years,12 marks b. Years of experience 7 & < 10 years,9 marks c. Years of experience < 7 years,6 marks <p>2) <i>GIS/Civil Engineer:</i> <i>Max marks = 8 Marks</i> <i>BSc/BE in Civil Engg /any relevant field of study with 7 years of experiences in related field</i></p> <ol style="list-style-type: none"> a. Years of experience 10 years,8.0 marks b. Years of experience 7 & < 10 years,6 marks c. Years of experience < 7 years,4 marks <p>3) <i>Senior Surveyor:</i> <i>Max marks = 8 Marks</i> <i>Bachelor Degree with Senior Surveyor Course and minimum of 7 years of work Experiences in related field.</i></p> <ol style="list-style-type: none"> a. Years of experience 10 years,8.0 marks b. Years of experience 7 & < 10 years,6 marks 	Experience in digital/urban base map	----- 10	Experience in land use mapping	----- 6	Experience in poverty map, hazard map	----- 4	Understanding of objective	----- 5	Methodology depicting clear steps & activities	----- 20	Innovativeness & comments on ToR	----- 5	Work Plan	----- 5
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Understanding of objective	----- 5														
Methodology depicting clear steps & activities	----- 20														
Innovativeness & comments on ToR	----- 5														
Work Plan	----- 5														

	<p>c. Years of experience < 7 years,4 marks</p> <p>4) Junior Surveyors (2Nos): Max marks = 2 x 6 = 12 Marks <i>One year junior Survey course after completion of Intermediate Level or Diploma in Geomatics or Diploma in Civil Engineering with minimum 3 years experiences in related field</i></p> <p>a. Years of experience 5 years,6.0 marks b. Years of experience 3 & < 5 years,4.5 marks c. Years of experience < 3 years,3 marks</p> <p>The number of points to be given to each of the above position of key staff shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">(i) General Qualifications</td> <td style="text-align: right;">[30%]</td> </tr> <tr> <td>(ii) Experience</td> <td style="text-align: right;">[60%]</td> </tr> <tr> <td>(iii) Experience in similar geographic region</td> <td style="text-align: right;">[10%]</td> </tr> <tr> <td style="text-align: right;">Total weight:</td> <td style="text-align: right;">100%</td> </tr> </table> <p>(iv) Software & Equipment [5]</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">GIS Software (Preferable ArcGIS 10X or above or equivalent) with authorized license</td> <td style="text-align: right; vertical-align: bottom;">3</td> </tr> <tr> <td>DGPS Equipment</td> <td style="text-align: right;">2</td> </tr> </table> <p style="text-align: right;">Total Points: 100</p> <p>The minimum technical score (St) required to pass is 60 Points</p>	(i) General Qualifications	[30%]	(ii) Experience	[60%]	(iii) Experience in similar geographic region	[10%]	Total weight:	100%	GIS Software (Preferable ArcGIS 10X or above or equivalent) with authorized license	3	DGPS Equipment	2
(i) General Qualifications	[30%]												
(ii) Experience	[60%]												
(iii) Experience in similar geographic region	[10%]												
Total weight:	100%												
GIS Software (Preferable ArcGIS 10X or above or equivalent) with authorized license	3												
DGPS Equipment	2												
3.7.	An online option of the opening of the Financial Proposals is offered: No												
3.8.	The Client will read aloud only overall technical scores.												
3.9.	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.</p>												

	<p>The weights given to the Technical (T) and Financial (P) Proposals are: T (Technical Proposal) = 80%, and P (Financial Proposal) = 20%</p> <p>Proposals are 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) as following: $S = St \times T\% + Sf \times P\%$.</p>
3.10.	The address for negotiations is: Vyas Municipality Office, Damauli, Tanahun
3.11.	The assignment is expected to commence on 2074/11/30


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 Engineer
 No. 11-2021/A




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 Chief Administrative Officer

Section 3. Technical Proposal – Standard Forms

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **“Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality”** in accordance with your Request for Proposals dated [Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.

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- (d) We meet the eligibility requirements as stated in ITC 6.
- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

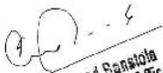
Address: _____

Contact information (phone and e-mail): _____

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


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 Engineer
 No. 11-5202/A




 Hari Prasad Sanatola
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FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

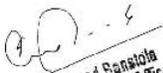
B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 7 (Seven) years.

2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.


Ravindra Lal Meel
Engineer
No. 111-200174




Hari Prasad Sanatola
Chief Administrative Officer

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 Proposal National level :NRs International Level: (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and 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: _____


Ravindra Lal M.J.
Engineer
No. 11-2007/A


Vyas Municipality
City of Bishkani, Kathmandu
Province No. 4, Nepal
2073


Hari Prasad Sanatola
Chief Administrative Officer

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

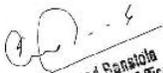
{improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}


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No. 11-2007/A




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Chief Administrative Officer

FORM TECH-4

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents(including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}


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No. 11-2021A




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FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5).....													
	6) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:.....}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

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Engineer
No. 11-52021A



Hari Prasad Sanatola
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**FORM TECH-6
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS**

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	D-...			Home	Field	Total
KEY EXPERTS															
International															
K-1	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2	e.g., Mr. Xxyyyy, USA, 20.04.1969}														
K-3															
National															
n															
												Subtotal			
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
n															

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No. 11-52014



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FORM TECH-7
CURRICULUM VITAE (CV)

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

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle
---	---


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Engineer
No. 11-54679


Nepal Municipality
Office of Municipal Engineer, Jhapa
Province No. 4, Nepal
2073


Hari Prasad Sanatola
Chief Administrative Officer

	the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert’s contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

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

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert] Day/Month/Year

_____ Date: _____
[Signature of authorized representative of the firm] Day/Month/Year

Full name of authorized representative:



Section 4. Financial Proposal - Standard Forms

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

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

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration
- FIN-4 Other Expenses, Provisional Sums


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Engineer
No. 100-546716




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Chief Administrative Officer

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

To: [Name and address of Client] {Location, Date}

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **“Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality”** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet.*{Please note that all amounts shall be the same as in Form FIN-2}.

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. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution.”}

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

We remain,

Yours sincerely,

Authorized Signature {In full}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____


Ravindra Lal M.J.
Engineer
No. 111-20017A




Hari Prasad Sanatola
Chief Administrative Officer

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


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Engineer
No. 10-548716


गणतन्त्र नेपाल
सिन्धु अञ्चल विकास समिति
प्रविधिक नं. ४, नेपाल
२०७३


Hari Prasad Sanatola
Chief Administrative Officer

FORM FIN-2 SUMMARY OF COSTS

Item	Cost (in NRs)
Competitive Components	
Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality	
Sub-Total	
Non-Competitive Components	
Provisional Sums	NA
Sub-Total	
Total Cost of the Financial Proposal²	
Value Added Tax (VAT)	
Total Cost	

² Should match the amount in Form FIN-1.


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No. 11-5202/A




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FORM FIN-3 BREAKDOWN OF REMUNERATION³

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

No.	Name	Nationality	Currency	Person-month Remuneration Rate (Home)	Time Input in Person/Month (from TECH-6) (Home)	Cost as in FIN-2
	Position (as in TECH-6)	Firm		Person-month Remuneration Rate (Field)	Time Input in Person/Month (from TECH-6) (Field)	
KEY EXPERTS (National)						
1.						
2.						
Sub-Total Costs						
Total Costs: Key Experts (International and National)						
NON-KEY EXPERTS/SUPPORT STAFF						
1.						
2.						
Total Costs: Non-Key Experts/Support Staff						
TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF						

³ In the case of selections that do not include cost as an evaluation factor (i.e., QBS, CQS, and SSS), the Client may use an expanded version of this Form to add columns to request social charges, overhead, other charges (such as premium for field assignments in difficult locations) and the multiplier.


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Engineer
No. 11-52021A




Hari Prasad Sanatola
Chief Administrative Officer


Ravindra Lal Mul
Engineer
No. 11-2007/A


City of Kathmandu
Province No. 4, Nepal
2073


Hari Prasad Sanatola
Chief Administrative Officer

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

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

Type of Expenses, Provisional Sums	Quantity	Unit	Currency	Unit Price	Cost as in FIN-2
Reimbursable Expenses					
{e.g., Per diem allowances}	{Day}				
{e.g., International flights}	{RT}				
{e.g., In/out airport transportation}	{Trip}				
{e.g., Communication costs}					
{ e.g., reproduction of reports}					
{e.g., Office rent}					
Total: Reimbursable Expenses					


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Section 5. Terms of Reference

FOR

**Implementation of Metric Addressing System in Vyas Municipality
with Fabrication & Installation of Metric House Number and Street
Signage Plates in Ward 2, 3 & 4 of Vyas Municipality**


Ravindra Lal Mul
Engineer
M.C.A. No. 5067/14




Hari Prasad Banstola
Chief Administrative Officer

Terms of Reference

Implementation of Metric Addressing System in Vyas Municipality with Fabrication & Installation of Metric House Number and Street Signage Plates in Ward 2, 3 & 4 of Vyas Municipality

1.1 Background

Under the assignment "**Implementation of Metric Addressing System in Vyas Municipality**" being executed by the Vyas Municipality (herein after referred to as the "Client"), the municipality seeks to undertake implementation of Metric Addressing through fabrication and installation of metric house numbers and street signage in wards 2, 10 and 11 and to be continued to other wards in the subsequent phases.

The document has been prepared as a program implementation and financial proposal for undertaking the fabrication and installation of the metric house numbers and street signage in the aforementioned wards. This document also presents the detailed technical specification of the materials, printing and installation procedures for undertaking the metric addressing.

The earlier project "Preparation of Urban Base Map of Vyas Municipality" has developed Metric Addressing System and associated GIS database of house numbers and street names. The project has also established metric house numbering and street names in certain number of buildings and streets in a pilot area of the municipality (along Main Sadak). The establishment of Metric Addressing System needs to be extended to cover entire municipal region. This requires institutionalization of addressing unit, human resources development on establishing Metric Addressing System and updating of GIS address database, design, fabrication and fixing of house number plates and street name signage/plates, preparation and publishing of street maps, orientation of metric addressing to municipal personnel, municipal council and line agencies and conducting of various public awareness campaigns.

With this objective, the current assignment intends to establish Metric Addressing System in wards 2, 10 and 11 of the municipality and to be extended to cover the entire municipality. This assignment also aims to institutionalize the Metric Addressing System in the municipality office by establishing an addressing unit and developing institutional capacity of the municipality to sustainably implement the addressing system.

1.2 Objectives

The main objectives are outlined as follows.

- a. Updating of GIS Mapping & Metric Addressing System of Wards 2, 10 & 11.
- b. Fabrication and Installation of Metric House Numbering Plate and Street Signage Plates in Ward 2, 10 & 11.


Ravindra Lal Bhatt
Engineer
2013-2014




Hari Prasad Sanjida
Chief Administrative Officer

1.3 Scope of Work

The scope of work for aforementioned objectives for the proposed project is as follows:

- a. Updating of GIS Mapping & Metric Addressing System of Wards 2, 10 & 11 with field verification.
 - Study existing Report, Maps and GIS Database of the project “Preparation of Urban Map of Vyas Municipality” prepared under DUDBC in 2012AD and those maps and GIS data shall be used as reference for updating of GIS Mapping & Metric Addressing System of Wards 2, 10 & 11.
 - Prepare an updated GIS database and a list of fabrication of metric house numbering & street signage plates for Wards 2, 10 & 11.
- b. Fabrication and Installation of Metric House Numbering Plates and Street Signage Plates in Ward 2, 10 & 11 of the Vyas Municipality, the quantity of Metric House Numbering Plates and Street Signage Plates are estimated in BOQ Table (Refer Appendix-3).

1.4 Deliverables

Following deliverables and reporting are required under the assignment:

SN	Deliverables/Report	Copies/sets	Submission Schedule	Contents
1	Inception Report	2	Within 1 week from commencement of the project	Detailed work plan, review of existing Reports, GIS database, maps & satellite image
2	Field/interim Report	2	Within months 1.0	Field verification with updated GIS database within Ward 2, 10 & 11 and list of fabrication of metric house numbering & street signage plates for Wards 2, 10 & 11, field verification photographs
3	Draft Final Report	2	Within months 3.5	Draft Final Report including Field verification with updated GIS database within Ward 2, 10 & 11 and fabrication and installation of Metric House Numbering Plates and Street Signage Plates in Ward 2, 10 & 11 of the Municipality with photographs
4	Final Report	2	Within months 4	Draft Final Report including Field verification with updated GIS database within Ward 2, 10 & 11 and fabrication and installation of Metric House Numbering Plates and Street Signage Plates in Ward 2, 10 & 11 of the Municipality with photographs

Note: Final Report will be submitted within two weeks after receiving comments and suggestions on Draft Final Report.


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Engineer
No. 111-2017/18


गणतन्त्र नेपाल
राष्ट्रिय शिक्षा आयोग
प्रदेश नं. ४, नेपाल
२०७३


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Chief Administrative Officer

1.5 Time Schedule

The project is proposed for the period of 4 working months as planned in the schedule hereunder.

SN	Task Description	Month 1				Month 2				Month 3				Month 4			
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
1	Acquisition of Secondary Data	■	■														
2	Field Verification and Updating of GIS Database			■	■	■	■										
3	Fabrication & Installation of Metric House Numbering Plates and Street Signage Plates							■	■	■	■	■	■	■			
4	Preparation & submission of Draft Final Report									■	■	■	■	■	■		
5	Preparation & submission of Final Report															■	■

1.6 Personnel Required

Following key technical personnel are required for the assignment

SNO	Expert/Position	Qualifications/Experiences	Total Inputs (man months)
1	Team Leader / GIS Expert	MSc in Geo-information/GIS, BSc/BE in Civil Engineering GIS with minimum of 7 years of experience in designing and developing GIS database of road, metric addressing system, infrastructure, urban GIS; conducting GIS trainings; system design and development of desktop and web based GIS and specific experiences in working in Vyas Municipality	1.0
2	GIS /Civil Engineer	BSc/BE in Civil Engg./GIS with minimum of 7 years of experiences in urban GIS and mapping, metric addressing system, road database development, field survey and mapping works using GPS and mobile GIS equipment, conducting GIS training and specific experiences in working in Vyas Municipality	1.5
3	Senior Surveyor	Bachelor Degree with Senior Surveyor Course and minimum of 7 years of work Experiences in related field.	2.0
4	Junior Surveyor (2 nos.)	One year junior Survey course after completion of Intermediate Level or Diploma in Geomatics or Diploma in Civil Engineering with minimum 3 years experiences in related field.	2.0*2.0=4.0


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Engineer
No. 4, Nepal


Vyas Municipality
Office of Municipal Executive Officer
Post Office No. 4, Nepal
2073


Hari Prasad Banastola
Chief Administrative Officer

Appendix 1- Technical Specification

Building Number Plates

Building number plates are fixed at each numbered entrance of every house. Vacant plots are not allotted with number plates. Building number plates shall conform to typical dimensions as given in drawing along with details and specifications. Building number plates shall be installed in the buildings listed by the Client or Client's representative.

The building number plate should follow the specifications as stated under.

Material and Dimensions

The materials in building number plate shall be of powder coated 18 BWG mild steel plate of dimensions 12 cm height and 20 cm width (Refer Drawing 1). Alternative standards of material/construction may be proposed, but in all cases they must conform to an internationally recognized standards. Powder coating used shall be durable and tough and prepared with utmost care through all the steps required for preparing high quality surface finish.

The powder coated sheet shall conform to the following requirements:

- The sheeting surface shall have a uniform and high quality finish without any blisters or unevenness.
- The surface of the sheeting shall be smooth and flexible. No cracking shall occur when bent. Sheetting shall have high durability under all weather conditions, heat and moisture and be strongly fungus-resistant.
- The sheeting shall not delaminate, blister, crack, peel and chip during the manufacturing process and during its expected service life.
- The sheeting shall be free from dirt, solid lumps, scales, ragged edges and non-uniformity of colour.
- The colour of the sheeting shall be even and free from any spots or loss of colour. The colour shall not fade appreciably under local weather conditions during its expected service life.
- The surface of the sheeting shall be easily cleaned with soap and water with no adverse effect on its durability when used on the road side.

The specifications for power coating are as under:

Substrate	Cold Rolled Annealed Steel
Application Conditions	Electrostatic Powder Spray
Surface Preparation	Chemical Cleaning for Surface Treatment
Film Thickness	50 – 60 microns
Curing Schedule	Cure Temp(Object) 180 deg. Celsius 200 deg. Celsius
Powder Characteristics Sieve Analysis	By Alpine Air Jet Sieve A200 LS Below 32 microns Below 90 microns
Specific Gravity	1.4 – 1.8 12 sq. m per kg at a typical specific gravity of 1.60 and


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No. 123456789




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Theoretical Coverage	at 50 microns dry film thickness assuming 100% application efficiency
----------------------	---

Colour

The powder coated colour of building number plates shall be of dark Blue background with White colour texts (Refer Drawing 1).

Lettering

Building number plate shall have Nepali lettering for building number (first row) with larger font size and Nepali lettering for the name of the access way (street) on the second row with smaller font size. The lettering shall follow the following specifications:

Building Number (1 st row)		Street Name (2 nd row)	
Font:	Milan (Nepali)	Font:	Milan (Nepali)
Style:	Normal	Style:	Normal
Font Size:	5.5 cm *	Font Size:	2.5 cm *
Leading:	332.4	Leading:	100.8
Set width:	84%	Set width:	110%
Track:	Very Loose	Track:	Very Loose
Character Spacing:	0.09	Character Spacing:	0.02

* In equivalent PostScript (current DTP) point size

The specifications of the lettering parameters shall be as above or similar in any desktop/publishing software.

Letter Printing and Painting

All building number plates should be screen- printed. The lettering work done for number plates shall be done with utmost care to give a neat and elegant finish on the letters. The colour used in lettering work shall be of durable type without any problem of peeling off or blistering. The paint should have a good adhesion on the powder- coated surface.

The screen- printing work done on building number plates shall be of high quality to give an elegant and clean finish. Paint used for screen print shall be of excellent grade and shall have a good adhesion on powder- coated surfaces.

Placement Position

Either on the right or left of the main entrance at 0.2 m from the doorway or the edge of the wall/fence. The height of placement is in general the level of the eye of an average heighted person. If the main entrances of two buildings are located adjacent or close, the plates are fixed on the left for the left entrance and on the right for the right entrance way. If there is no space available on the right or left of the building entrance, the number plate can be placed above the entrance way. However, placing above the entrance way should be considered as the last resort only.

Access Way Signs (Street Signage)

The access way signage plates are placed at the entrances as well as at the exits of each access way such that navigation is made easy travelling along any direction through the access way. Following are the implementation steps and the specifications for access way signage:

Type of Road Signage

- Type-1 Street plates (name plates) installed on the facades of existing buildings/structures OR mounted on existing posts/poles (electricity, telephone or other) or mounted on new post/pole. This type of sign posting is recommended as far as possible to be implemented.
- Type-2 Street signs mounted on existing posts/poles (electricity, telephone or other) or mounted on new post/pole. This is recommended when the placement of street plates on building walls is not possible or inconvenient.

Material and Dimensions

The materials in street name plate shall be of powder coated 18 BWG mild steel plate of dimensions:

Type 1: 26 x 75 cm (height x width), 18 gauge thickness with 50cm width for street name and 25cm width for advertisement (Drawing 2, Sample 1)

Type 2: 40 x 100 cm (height x width), 18 gauge thickness with 50 cm width for street name and 50cm width for advertisement (Drawing2, Sample 2)

Alternative standards of material/construction may be proposed, but in all cases they must conform to an internationally recognized standards. Powder coating used shall be durable and tough and prepared with utmost care through all the steps required for preparing high quality surface finish.

The powder coated sheet shall conform to the following requirements:

- a. The sheeting surface shall have a uniform and high quality finish without any blisters or unevenness.
- b. The surface of the sheeting shall be smooth and flexible. No cracking shall occur when bent. Sheetting shall have high durability under all weather conditions, heat and moisture and be strongly fungus-resistant.
- c. The sheeting shall not delaminate, blister, crack, peel and chip during the manufacturing process and during its expected service life.
- d. The sheeting shall be free from dirt, solid lumps, scales, ragged edges and non-uniformity of colour.
- e. The colour of the sheeting shall be even and free from any spots or loss of colour. The colour shall not fade appreciably under local weather conditions during its expected service life.
- f. The surface of the sheeting shall be easily cleaned with soap and water with no adverse effect on its durability when used on the road side.

The specifications for power coating are as under:


Ravindra Lal Bhatt
Engineer
No. 101/2013




Hari Prasad Sanjida
Chief Administrative Officer

Substrate	Cold Rolled Annealed Steel
Application Conditions	Electrostatic Powder Spray
Surface Preparation	Chemical Cleaning for Surface Treatment
Film Thickness	50 – 60 microns
Curing Schedule	Cure Temp(Object) 180 deg. Celcius 200 deg. Celcius
Powder Characteristics	By Alpine Air Jet Sieve A200 LS
Sieve Analysis	Below 32 microns - Below 90 microns
Specific Gravity	1.4 – 1.8
Theoretical Coverage	12 sq. m. per kg at a typical specific gravity of 1.60 and at 50 microns dry film thickness assuming 100% application efficiency

Colour

The powder coated colour of street name plates shall be of dark Blue background with White colour texts (refer Drawing 2).

Lettering

Type -1 Street name plate shall have Nepali lettering street name (first row) with larger font size, and sector code along with street code in Nepali lettering on the second row with smaller font size. The lettering shall follow the following specifications for Type-1 Street name plate:

Street Name (1 st row)		Sector and Street Code (2 nd row)	
Font:	Milan (Nepali)	Font:	Milan (Nepali)
Style:	Normal	Style:	Normal
Font Size:	10 cm *	Font Size:	5 cm *
Leading:	332.4	Leading:	100.8
Set width:	84%	Set width:	110%
Track:	Very Loose	Track:	Very Loose
Character Spacing:	0.09	Character Spacing:	0.02

* In equivalent PostScript (current DTP) point size

Type -2 Street name plates shall have Nepali lettering street name (first row) with larger font size, sector code along with street code in Nepali lettering on the second row as similar to Type-1 **name** plate. Additionally, Type-2 plates shall also have street names in English on the third row. These types of plates are installed in the main streets. The lettering shall follow the specifications as similar to Type-1 Street name plate with additional 3rd row containing street name in English with the following lettering specifications:

Street Name in Nepali (1 st row)		Sector and Street Code (2 nd row)	
Font:	Milan (Nepali)	Font:	Milan (Nepali)
Style:	Normal	Style:	Normal
Font Size:	10 cm *	Font Size:	5 cm *
Leading:	332.4	Leading:	100.8
Set width:	84%	Set width:	110%
Track:	Very Loose	Track:	Very Loose
Character Spacing:	0.09	Character Spacing:	0.02

Street Name in English (3 rd row)	
Font:	Transport (English)
Style:	Normal
Font Size:	8 cm *
Leading:	332.4
Set width:	84%
Track:	Very Loose
Character Spacing:	0.09

* In equivalent PostScript (current DTP) point size

The specifications of the lettering parameters shall be as above or similar in any desktop/publishing software.

Letter Printing and Painting

All street name plates should be screen- printed. The lettering work done for street name plate shall be done with utmost care to give a neat and elegant finish on the letters. The colour used in lettering work shall be of durable type without any problem of peeling off or blistering. The paint should have a good adhesion on the powder- coated surface. The lettering shall be done within the size of the plate indicated in the Drawing 2 leaving space of advertisement as indicated.

The screen- printing work done on street name plates shall be of high quality to give an elegant and clean finish. Paint used for screen print shall be of excellent grade and shall have a good adhesion on powder- coated surfaces.

Placement Locations and Position

The locations of the street signage plates have been identified and marked on the map with the list of the street names. The location map and the street name list shall be provided to the contractor. The Contractor shall strictly follow the locations marked on the maps for placing the street signage plates.

Following are the recommended specifications for the placement position of access way signage:

- a. Two signage are placed for every access way, one at the starting point and the other at the ending point of the access way. The plates face the direction of traffic on the main access way.
- b. Signage plates are placed at a height that will ensure maximum readability and reduce the risk of degradation. Recommended height is 2.5 to 3 meters above the ground and at least 0.2 meter (20 cm) from the corner of the wall.
- c. Intersections of two main access ways have a plate on each of the four corners facing the direction of the traffic.
- d. The street signage plates are placed on the facades/walls of existing buildings. If existing buildings are not present, placement is done on the existing electric/telephone posts/poles. In the case, if existing electric/telephone poles are also not present, new poles are to be erected.
- e. In the case of street signage plates mounted on existing electric/telephone or new poles, the lettering of the street name is done on both the sides of the plate with the same specifications as indicated.
- f. If the street signage plates are installed on the existing/new poles, the name plates should be fastened with appropriate channel bracketing.


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Hari Prasad Banatola
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Appendix 2 – List of Drawings

- Drawing 1: Specification for Building Number Plate
- Drawing 2: Specification for Street Signage Plate
- Drawing 3: Street Signage Placement


Ravindra Lal Meel
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No. 10/2017

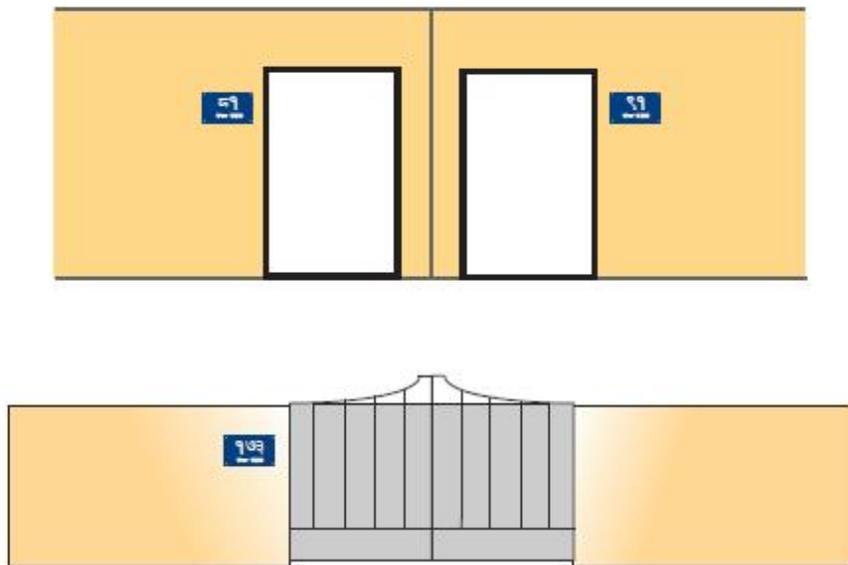



Hari Prasad Sanatola
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Drawing 1: Specification for Building Number Plate



Figure 10 Building metric number plate sample



Drawing 2: Specification for Street Signage Plate



Ravindra Lal Mui
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No. 101-5/2073



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Chief Administrative Officer
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Hari Prasad Banatola
Chief Administrative Officer

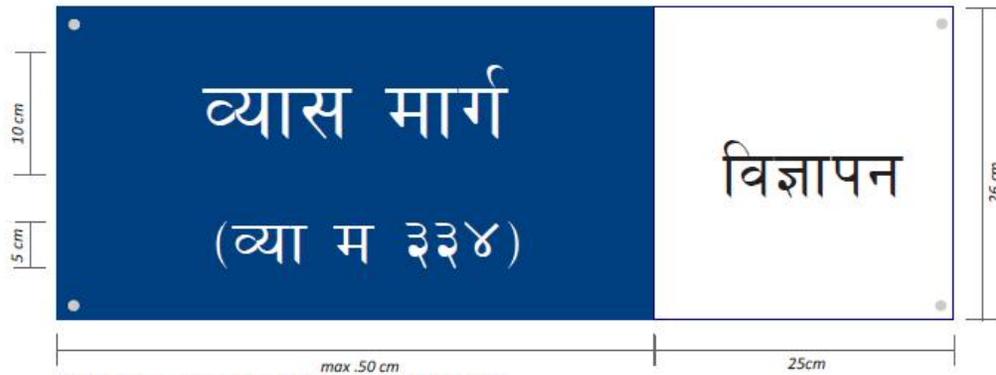
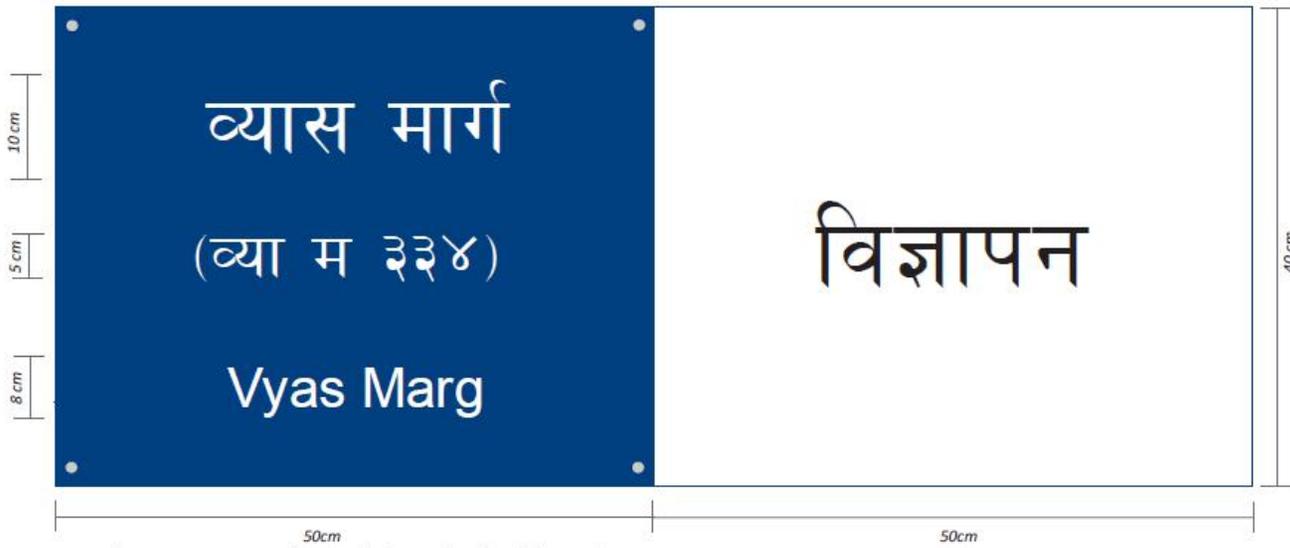


Figure 8a Access way signage plate sample (in Nepali script)



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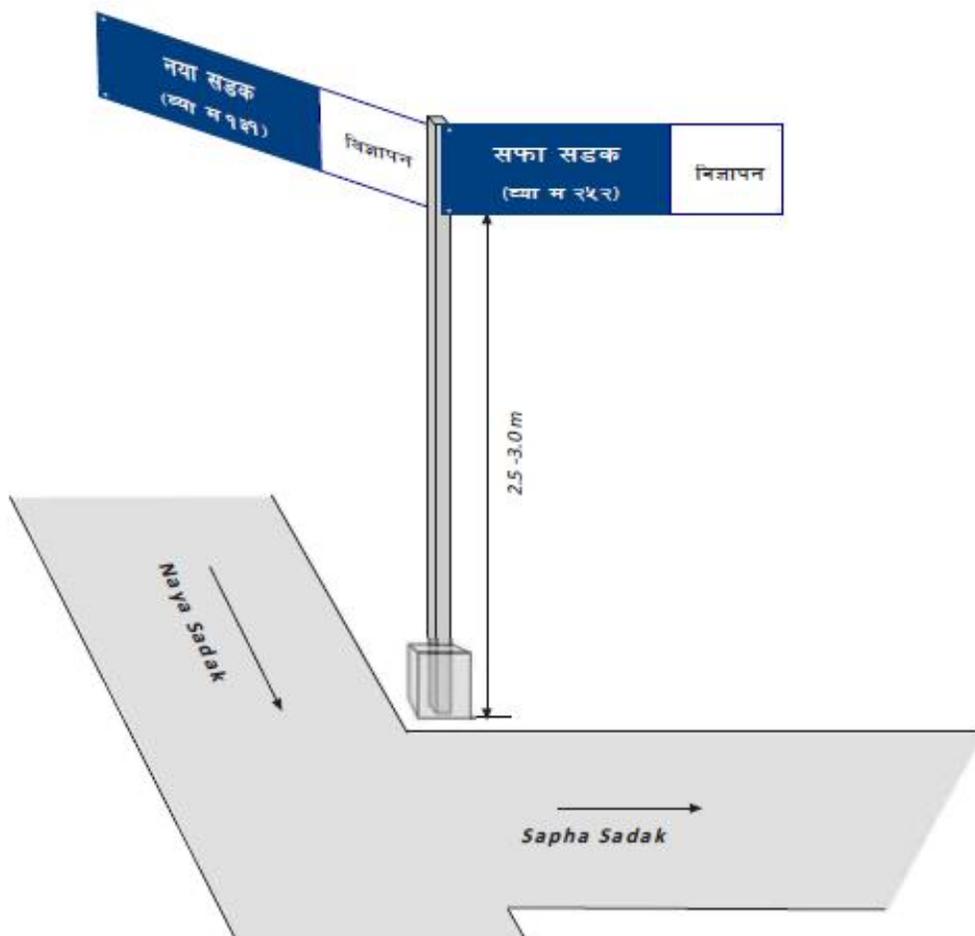
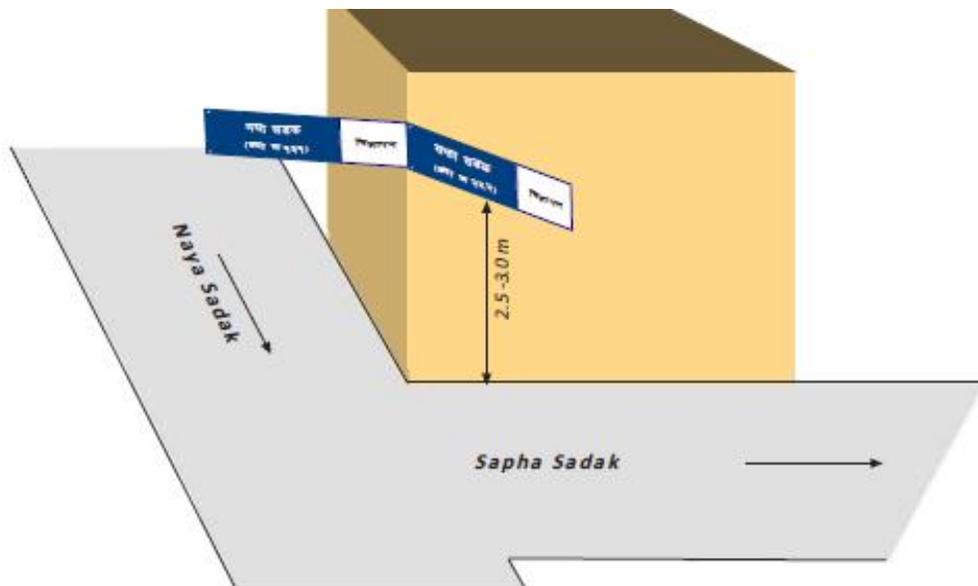
Hari Prasad Banatola
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Drawing 3: Street Signage Placement


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Vyas Municipality
City of Bhadrapur, Province No. 4, Nepal
2073


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Appendix 3 – Bill of Quantities

SN	Description	Quantities (Nos)
1	Fabrication and Installation of House Number Plates in Ward 2, 10 & 11 of size (20cm X 12 cm)with 18 BWG mild steel plate, white text screen printing on weather resistant dark blue power coated background.	3,100
2	Fabrication and Installation of Street Signage in Ward 2, 10 & 11 of size (75cm X 26 cm)with 18 BWG mild steel plate, white text screen printing on weather resistant dark blue power coated background.	170
3	Tubular pole of 3"Ø of length 3m with brackets for fixing Street Signage Plates	25


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