Government of Nepal
Ministry of Physical Planning and Works
Department of Roads
Planning and Design Branch
Planning, Monitoring and Evaluation Unit

Request for Proposal

for

Consulting Services

for

Feasibility Study of Road(s)

Part – I
TECHNICAL PROPOSAL

Contract No. -6/PMEU-Feasibility-Regional/ 068/69

Consultant's Name and address: .....
.....

मनोज श्रेष्ठ
(इकाई प्रमुख)
योजना अनुगमन तथा मूल्याङ्कन इकाई

माधव कुमार कार्की
उपमहानिर्देशक

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Section 1. Letter of Invitation

Government of Nepal
Ministry of Physical Planning and Works
Department of Roads
Planning and Design Branch
Planning, Monitoring and Evaluation Unit

Phone: 4244689

Ref. No.:
Dispatch No.

Date: 2068/11/21

Subject : Request for Proposal

To :

1 Malkot-Uchhap-Damaya-Thogna-Ramaroshan Road (Achham District)

The Department of Roads, Planning, Monitoring and Evaluation Unit invites Proposals to provide the consulting Services for **Feasibility study** of the above mentioned Road(s) under

Contract No. -6/PMEU-Feasibility-Regional/ 068/69

The RFP Documents along with Terms of Reference (ToR) are provided herewith.

A consultant will be selected under the procedures described in the RFP. The deadline for the submission of the proposal is 13:00 hours, 20th Chaitra of 2068

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.....
Manoj Shrestha
Unit Chief
Planning, Monitoring and Evaluation Unit

Section 2. Information to Consultants

1.	Proposals should be submitted to: ***Department of Roads, Planning, Monitoring and Evaluation Unit (PMEU)***, *Babar Mahal*
2	The deadline for submission is: **13:00 hours, 20/12/2068**
3.	Opening of technical proposal is: **14:00** hours on **27/12/ 2068** at PMEU, Babar Mahal
4	Opening of financial proposal is : The date and time shall inform after completing evaluation of technical proposals.
5.	Consultants shall submit *one original copy* of the proposals.
6.	Clarification on the RFP may be obtained from: *Department of Roads, Planning, Monitoring and Evaluation Unit, Babar Mahal, Tel.01- 4244689*
7.	A pre-proposal conference will be held: on 21st day at *12:00 at Department of Roads, Planning, Monitoring and Evaluation Unit, Babar Mahal*
8.	Proposals must remain valid for *90* days after the deadline for submission,
9.	The listed consultants in the standing list ***may not*** associate with other consultants of the standing list:
10.	The followings key personnel with minimum bachelor degree in relevant field shall be proposed by the consultant : Highway / Transport Engineer (Team Leader) Geotechnical Engineer / Engineering geologist / Geologist Hydrologist Transport Economist/Sociologist Environmentalist
11.	The number of points to be given under each of the Technical Proposal evaluation criteria are as follows: Points (i) Relevant experience of the firm 10 (ii) Understanding to the TOR, Methodology of work and Technology transfer & training 50 (iii) Qualifications and competence of the proposed Key personnel 40 Total Points: 100 Minimum total technical score required to pass **50** points.
12.	The formula for determining the financial scores is as follows: *Sf = 100 x Fm/F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration* The weights given to the Technical and Financial Proposals are: T = *0.70* F = *0.30*
13.	The assignment is expected to commence on ***Baisakh 2069***
14.	Joint Venture

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	Copies of the Joint Venture (JV) agreement shall be attached with the Technical and Financial Proposal. If a JV is awarded a job, the JV must be registered in the VAT office. A copy of the VAT registration certificate shall be submitted before contract agreement.
15.	**Conditions of Rejection / Non-consideration of the Proposals:** The Technical Proposal shall be rejected on the following conditions: (a) If the proposal is found to be non-responsive and has not fulfilled all the requirements mentioned in the Tender documents; (b) On physical verification if the firm is not located at the stated address or if the office of the firm is found non-existing. (c) If the consultant fails to propose any of the key personnel with his CV as mentioned in the TOR or if the proposed personnel is not acceptable by the criteria. The proposed key personnel shall not be accepted under any one of the following conditions: (i) If the CV does not bear the **original signature** of the concerned person; (ii) If the personnel does not have required minimum qualification; (iii) If on physical verification, the statement regarding any personnel, qualificati and experience of the personnel are found to be false. If any statement made by the consultant is found to be false and if that statement causes increment in the score during evaluation then either the whole proposal may be rejected or the particular statement will not get any score.
16.	Submission of the Proposals Both the Technical Proposal and Financial Proposal must be sealed in separate envelopes marked clearly in BLOCK letters as follows: TECHNICAL / FINANCIAL PROPOSAL (as appropriate) for Feasibility study of Road(s) Contract No. -6/PMEU-Feasibility-Regional/ 068/69 Both the envelopes then should be placed into a single envelope, which shall be sealed again and marked clearly as follows: TECHNICAL & FINANCIAL PROPOSAL for Feasibility study of Road(s) Contract No. -6/PMEU-Feasibility-Regional/ 068/69 The single sealed envelope then should be addressed and submitted to: The Unit Chief PLANNING, MONITORING AND EVALUATION UNIT DEPARTMENT OF ROADS BABAR MAHAL, KATHMANDU **The envelope must clearly bear the name and address of the firm or JV.**

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Section 3. Technical Proposal

3.1 Consultant's Relevant Experience

Show assignments carried out over the past 5 *(Five)* years **which are relevant to the proposed job** (as described in the notes below). Provide information on each assignment for which you either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name:	
Assignment name:	
Location:	
Name of Client:	
Address:	
Start Date (Month/Year):	Completion Date (Month/Year):
Approx. Value of Services (in Nepali Rupees):	
Names of *Key Technical Staff* (Project Director/Coordinator, Team Leader) involved: 1. 2. 3. 4. etc.	
Description of Services Provided:	

Notes:

1. Please provide the documentary evidence (e.g. completion certificate) clearly showing the name of the job/service, value of service and completion date. **Any information without such evidence shall not be entertained.**

2. Feasibility study of Roads, Detailed Survey and Design of Roads and Pre-Feasibility Study/Alignment study of Roads are considered **relevant** (similar) to the proposed job.

3.2. Understanding to the TOR, Methodology, Work Plan and Technology transfer/Training

Provide brief description of your proposed approach and methodology. Information are sought specifically on the following:

a) Study the Terms of Reference thoroughly and provide your views, findings, comments and suggestions.

b) Describe and review documents relevant to the project and list them

c) Explain the detailed step by step description of the methods to be adopted for road alignment survey, hydrology, soil investigation, socio-economic survey, environmental survey and other relevant data collection from the macro structural point of view including all alternative alignments

d) Explain on the use of software, if any is intended to be used for the job

e) Provide description of analysis steps or flowchart of the analysis process.

g) Provide realistic presentation of manpower schedule and work schedule in terms of:

- Lists of tasks

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- Brief description of the activities and outputs of each task
- Task schedule and manpower schedule in bar chart form

h) If any of the key personnel has visited the site or worked in the nearby location during the last five years, described the site and attach photograph.

h) Technology Transfer/Training

3.3 Qualification and Competence of the Key Personal

Please provide a list of the proposed key personal (as mentioned in the TOR) with the information as follows:

Summary list of the proposed key personnel study team

S. N.	Proposed position	Name of the personnel	Qualification	No. of years of experience	Employed permanently or on contract basis
1	Team Leader: Highway/Transport Engineer				
2	Engineer Geologist/Geotechnical Engineer/Geologist				
3	Hydrologist				
4	Transport Economist/Sociologist				
5	Environmentalist				

A separate **bio-data** of each proposed personal shall be submitted in the format prescribed below:

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Format of Curriculum Vitae (Bio-data) for Proposed Professional Staff

Proposed Position:

Name of Staff:

If the staff is **permanently employed**:

Name of the employing firm:

Date of employment:

Note: Please attach evidence of employment (e.g. Appointment letter, Payment/Salary record, Partnership Agreement, etc.). A personal without such evidence shall not be considered as permanently employed

Engineering Council Membership No. (if applicable):

Contact address / telephone / email :

Key Qualifications:

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

Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.*]

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I will be available for the proposed job if it is awarded to the firm submitting my bio-data.

*[Signature of the Professional staff member in **blue indelible ink** and authorized representative of the consultant]*

Full name of staff member:_____ Signature …… Date……..

Full name of authorized representative: _____ Signature ……

Note : *If the CV does not bear the **original signature** of the concerned person the CV shall be rejected.*

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3.4 AFFIDAVIT

I, the undersigned and the authorized representative/proprietor of the Firm/JV do hereby certify that all the statements and answers made herein are true and correct.

At the same time the undersigned hereby authorizes and requests any person, firm, corporation and/or department to furnish to the DOR on its request all pertinent information for verification of the statements and answers made herein and/or my Firm's as well as my own competence and general reputation. The undersigned also authorizes any representative nominated by the DOR to verify physically the information supplied by the Firm without prior notice.

The undersigned agree to furnish any additional information that may be requested by the DoR without unreasonable delay.

The undersigned understands that any discrepancy in the statements and answers to questions simultaneously disqualifies the Firm/Joint Venture.

Signature of the Authorized Representative: … … … … … … … … … … … … … … … … …

Name in BLOCK letters: … … … … … … … … … … … … … … … … …

Designation: … … … … … … … … … … … … … … … … …

Name of the Firm: … … … … … … … … … … … … … … … … …

Date: … … … … … … … … … … … … … … … … …

Stamp / seal of the Firm / JV: … … … … … … … … … … … … … …

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