



Province Government
Ministry of Physical Infrastructure and Development
Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana
Bagmati Province
Hetauda, Makwanpur

**EXPRESSION OF INTEREST
(EOI)**

**PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE
(Road/Structure Engineer)**

1. Project Name : Procurement of hiring of Individual Consultants (Road Construction Engineer)
EoI: **PRPBBA/Bagmati/EOI/10/078-079**
2. Project Name : Procurement of hiring of Individual Consultants (Structure Engineer)
EoI: **PRPBBA/Bagmati/EOI/11/078-079**

Office Name: Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana

Office Address: Bagmati Province, Hetauda, Makwanpur

Issued on: January 9, 2022 (2078-09-25)

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REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date of Publication: January 9, 2022 (2078-09-25 BS)

1. Province government, Ministry of Physical Infrastructure and Development, **Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana, Bagmati Province, Hetauda, Makwanpur** has allocated fund to be used for consulting services for Planning, Surveying, Structural analysis, Design, implementation, supervision, quality control and environmental assessment in road/building projects from hiring eligible Individual Consultant (National) as mentioned below.

EoI no.	Post	Nos	Qualification and Work Experiences
PRPBBA/Bagmati/EOI/10/078-079	Road Construction Engineer	1(One)	Bachelor's degree (Preferable Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering) in Civil Engineering with minimum general experience of 5 years and specific experience of 3 years in planning, design, construction, supervision and quality control of road projects including at least one 5 km and total 10 km bituminous pavement road project.
PRPBBA/Bagmati/EOI/11/078-079	Structure Engineer	1(One)	Master's Degree in Structure Engineering or equivalent with minimum general experience of 5 years and specific experience of 1 years in structure analysis and design of building construction projects including construction supervision at least one completed building project costing 500 million NRs. or more.

2. Interested eligible consultants may obtain further information and EoI document free of cost at the address: **Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana, Bagmati Province, Hetauda, Makwanpur** during office hours on or before January 24, 2022 (2078-10-10 BS) or can be downloaded from mopid.bagamati.gov.np and contact: 9855030632/9847623475.
3. Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach **Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana (PRPBBA), Bagmati Province, Hetauda, Makwanpur** or the complete document in *.pdf format* can be submitted to our official email address prpbproject@bagamati.gov.np no later than January 25, 2022 (2078-10-11 BS) within office hours.
4. In case the deadline for submission of EoI falls on a public holiday, then next working day shall be considered as deadline for EoI submission.
5. The academic qualification and work experience stated in CV shall be verified from the respective certificate attached in EoI documents.
6. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment.
7. There is allocated 20 marks in academic qualification, 60 marks in general and specific experiences and 20 marks in interview. The consultant should score minimum 48 marks out of 80 on the overall ranking criteria to pass in EoI evaluation as mentioned above to qualify for short listing.
8. The selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection Method) then candidate will be called for negotiation to confirm the remuneration or salary and also for formal contract agreement.



1. INTRODUCTION

Bagmati province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 13 districts. Ministry of Physical Infrastructure and Development was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPID manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and transport infrastructures. Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana (PRPBBA) was established form cabinet decision of Bagmati Province held on 2078-02-05 under Ministry of Physical Infrastructure and Development (MoPID). The purpose of PRPBBA is to provide better infrastructure to Province Capital so that better service will be enhanced. Main activities of PRPBBA are construction of official and residential buildings for province government, construction of hospital and academy buildings, upgrading of roads connecting province capital to federal capital and research and development work related to project.

Province government, Ministry of Physical Infrastructure and Development (MoPID), Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana (PRPBBA) has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, environment assessment and supervision of various roads construction and building construction projects and support the work under PRPBBA.

2. OBJECTIVE OF CONSULTING SERVICES: (Road Construction Engineer/Structure Engineer)

A) General:

- To assist in planning, survey, structural analysis, design, construction, supervision, quality control as well as critically review the quality of DPRs of road/building projects, procurement and contract administration, orient PRPBBA on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.
- The Road Construction Engineers will prepare and provide technical inputs particularly in road construction in designing, surveying, construction supervision, monitoring, reporting of site activities and progress.
- The Structure Engineer will prepare and provide technical inputs particularly in building construction in structural analysis, designing, surveying, construction supervision, monitoring, reporting of site activities and progress.

B) Specific:

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- i) To assist the PRPBBA for overall project management activities for successfully achieving the project targets.
- ii) To assist the PRPBBA in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads/buildings and with



reference to the Nepal Road Standard, Specifications, Nepal Rural Road Standard, Rural Roads' norms, Provincial Road standards/national building codes, building norms.

- iii) To coordinate with environmental consultants associated with the PRPBBA during review of the DPR of the projects.

Part B: Supervision of works

- iv) To support the PRPBBA for the implementation of quality assurance and quality control systems so as to ensure quality of the works implemented under the project with adequate field supervision.
- v) To guide the PRPBBA's technical staff for the quality control of the construction.
- vi) To monitor the works in construction site to ensure compliance of specifications of works and report regularly on quality assurance and quality control issues by visiting the field frequently and reviewing progress, quality control and advice for correction, contract management and recommend for corrective measures if necessary.
- vii) To check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- viii) To ensure timely completion of the works implemented under the project.
- ix) To verify and certify the works done through the contractors.
- x) To identify areas of problems of PRPBBA in proper record keeping, taking timely contract based actions including application of liquidated damages or termination of contract based on case by case basis, and orient them in proper implementation of the provisions of the contract agreement

Part C: Post Construction

- xi) To compile the information and prepare a final report.
- xii) To assist in the preparation of "As-Build Drawings; and
- xiii) To prepare completion reports of the subprojects.

3. SCOPE OF THE CONSULTANT

Road Construction Engineer (R.C.E)/ Structure Engineer (S.E) shall be based at the construction site and shall directly report to the Project Manager, PRPBBA. S/he shall monitor construction methods and quality control system adopted in the construction site of PRPBBA to ensure that quality of works conforms to the requirements of the specifications and standards. Road Construction Engineer (R.C.E)/ Structure Engineer (S.E.) shall be assisted by PRPBBA's team in implementing the overall Quality Management Process.



4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED (Road Construction Engineer and Structure Engineer)

❖ Qualification and General Experience

- Road Construction Engineer should have Bachelor's degree (Preferable Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering) in Civil Engineering with minimum general experience of **5** years and specific experience of **3** years in planning, design, construction, supervision and quality control of road projects including at least one **5 km** and total **10** km bituminous pavement road project.
- Structure Engineer should have Master's Degree in Structure Engineering or equivalent on related field with minimum general experience of 5 years and specific experience of 1 year structure analysis and design of building construction projects including supervision of at least one building project costing 500 million NRs. or more.
- Professional Affiliation: The individual consultant must be registered in Nepal Engineering Council (NEC).

❖ Specific Experience

- At least **3** years in planning, structure analysis, design, construction, supervision and quality control in road construction projects.
- 1 year in structural analysis and design of building construction project including complete supervision of single building project costing 500 million NRs. or more.

5. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

- Candidate will be informed for negotiation to confirm the remuneration or salary after evaluation of EOI and Interview
- The consultant shall be paid by PRPBBA, Hetauda, Makwanpur every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by PRPBBA chief or his/her authorized representative.
- Dedicated working space shall be provided to the Road/Structure Engineer.

6. CONSULTANT REPORTING OBLIGATION

The consultant shall prepare and submit monthly work-plan, monthly progress report, quality assurance plan, Test reports, field report after visit of field, data etc as explained in ToR of his/her duties and responsibilities.

7. DURATION OF CONSULTANT'S SERVICE

The services shall start tentatively from **February 1, 2022 to 15th July 2022** and may be extended as required by the clients. The contract shall be terminated if the Office does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the PRPBBA.



8. DUTY STATION

The duty station Road/Structure Engineer shall be in construction site office and frequent visit of project office as per requirements with prior approval of PRPBBA chief.

9. SELECTION OF THE CONSULTANT

The consultant's EoI will be evaluated on the basis of following selection criteria stated on government rules and Public Procurement Act & Regulation 2063/2064 & its amendment 2077 and Bagamati Province Public Procurement Regulation, 2076. Then the selection of the consultants will be taken from the merit list after evaluation of EoI & Interview then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement to be done with PRPBBA.

- 20 marks in academic qualification, (15 marks for Bachelor level and additional 5 marks for master level in Transportation or Highway or Structure or Geotechnical Engineering) for Road Construction Engineer and 20 marks for master in structure engineering for structure Engineer

For Road Construction Engineer :

- 15 marks for B.E. (civil) or equivalent
- 20 marks for Master level in Transportation or Highway or Structure or Geotechnical Engineering

For Structure Engineer :

- 20 marks for Master in Structure Engineering or equivalent in related field

- 60 marks in general and specific experiences and

For Road Construction Engineer :

General experience

- 15 marks for 10 years or above
- 14 marks for 8 years or above
- 13 marks for 5 years or above

Specific Experience in planning, design, construction supervision and quality control of road projects

- 25 marks for 7 years or above
- 24 marks for 6 years or above
- 23 marks for 5 years or above

Specific Experience in planning, design, construction supervision and quality control of bituminous pavement road projects

- 20 marks for completing 1 road of 5 km or above and total 20 km or above
- 19 marks for completing 1 road of 5 km or above and total 15 km or above
- 18 marks for completing 1 road of 5 km or above and total 10 km or above

For Structure Engineer :

General experience

- 15 marks for 10 years or above
- 14 marks for 8 years or above
- 13 marks for 5 years or above

Specific Experience in structure analysis and design of building construction projects

- 25 marks for 3 years or above
- 24 marks for 2 years or above
- 23 marks for 1 years or above



Specific Experience in construction supervision and quality control of building projects

- 20 marks for completing a building construction project having financial value of 1,000 million NRs. or above
 - 18 marks for completing a building construction project having financial value of 750 million NRs. or above
 - 16 marks for completing a building construction project having financial value of 500 million NRs. or above
 -
- 20 marks in interview
 - 10 minute power point presentation and discussion related to subject matter

10. TAXATION

The individual consultant shall be fully responsible for paying all the taxes in the income as per regulations of government of Nepal. The consultant may wish to get registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plans/he takes up.

11. AGREEMENT

The Individual Consultant shall be required to enter into an agreement with the PRPBBA, Hetauda, Makwanpur.



Curriculum Vitae

Applied for the post of:

A. Personal Background

1. Name			
2. Date of birth			
3. Nationality:			
4. Home Address:-			
5. Correspondence Address			
6. Contact No:	Home:	Cell No:	Office:
7. Email:			

B. Academic Qualification (Latest on the top)

University	Degree	Year	Division

C. Training

Institution	Training on	Duration

D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				
Others				
a.				
b.				
c.				

Note:

1. Excellent

2. Good

3. Fair

4. Poor



E. Work experience, Including consultancy Service (If more than one, fill accordingly creating tables)

Employer Name:		
Funding Agency:		
Job Title/ Designation:		
Supervisor's Name	Contact No:	Email:
Duration	From:	To:
Key Responsibilities(in bullet Point)		
Achievement		

F. Computer Skill

Skill	Excellent	Good	Fair	Remarks
Word				
Spread Sheet(Excel)				
Power Point				
GIS				
Auto CAD				
Road Design Software				

G. Referees (3 Referees with contact no: & email ID)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

.....
Signature
Full name:
Date



Annex I: Terms of Reference (ToR)



TERMS OF REFERENCE

1.0 INTRODUCTION

Bagmati province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 13 districts. Ministry of Physical Infrastructure and Development was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPID manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and transport infrastructures. Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana (PRPBBA) was established form cabinet decision of Bagmati Province held on 2078-02-05 under Ministry of Physical Infrastructure and Development (MoPID). The purpose of PRPBBA is to provide better infrastructure to Province Capital so that better service will be enhanced. Main activities of PRPBBA are construction of official and residential buildings for province government, construction of hospital and academy buildings, upgrading of roads connecting province capital to federal capital and research and development work related to project.

Province government, Ministry of Physical Infrastructure and Development (MoPID), Pradesh Rajdhani Purbadhar Bikas Bishes Aayojana (PRPBBA) has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, environment assessment and supervision of various roads/buildings construction and support the work under PRPBBA.

Road Construction Engineer will be a Senior Civil Engineer having Bachelor's degree (Preferable Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering) in Civil Engineering with minimum general experience of **5** years and specific experience of **3** years in planning, design, construction, supervision and quality control of road projects including at least one **5 km** and total **10 km** bituminous pavement road project.

Structure Engineer will be a Senior Civil Engineer having Master's Degree in Structure Engineering or equivalent with minimum general experience of **5** years and specific experience of **1** year in structure analysis, design and construction supervision of building construction projects including at least one building construction project costing 500 million NRs. or more.

Engineer shall have excellent written and oral communication skills in English and Nepali; strong interpersonal skills and ability to work in a multi disciplinary team; and ability to work independently. S/he should have good computer skills of Excel/AutoCAD software and other structural analysis/design software. It is mandatory that the proposed Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2005.

2.0 Objectives/Purpose of the Assignment

The PRPBBA requires the services of a qualified and experienced engineer (herein with referred to as "Road/Structure Engineer") to support PRPBBA in implementation of road/building projects in planning, structural analysis, design, construction, quality control as well as critically review the quality of



procurement, contract administration, orient PRPBBA's on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in civil engineering in planning, designing, surveying, construction, supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the **PRPBBA chief**.

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- xiv) He/she will support **PRPBBA chief** for overall project management activities for successfully achieving the project targets.
- xv) To closely support the project implementing offices in their overall operation by supporting **PRPBBA chief** and other senior staff based on her/his knowledge of the project management.
- xvi)** To assist the PRPBBA's in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads structures and construction of building construction structure and advice some correction with reference to the **Nepal Rural Road Standard, Nepal Road Standard, Standard specification for roads/National Building Codes and other relevant building norms standards.**
- xvii) Support directly PRPBBA to review bid documents, bid evaluation and capacity assessment of PRPBBA's in proper contract administration all procurement works related to road/building projects.
- xviii) To support and guide the PRPBBA for structural analysis and design of building projects.
- xix) To support and guide the PRPBBA in social as well as environmental safeguard and resettlement works environmental by coordinating the consultants associated with the PRPBBA's during review of the DPR of the projects.
- xx) To coordinate with environmental consultants associated with the PRPBBA during review of the DPR of projects.
- xxi) To provide other technical and managerial support so as to enhance PRPBBA's capability to plan, implement and maintain various projects.



Part B: Supervision of works

- xxii) To visit of construction site Frequently and review, progress, quality control and advice for correction and monitor works, quality control of works and contract management and recommend for corrective measures if necessary.
- xxiii) To identify areas of problems and challenges during implementation of projects and also check if the instruction and communications with PRPBBA, contractor are complying them. If not identify the reasons and recommend on corrective measures.
- xxiv) To assist in preparation of Quality Assurance Plan, check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- xxv) To identify areas of problems of PRPBBA in proper record keeping, taking timely contract based actions including application of liquidated damages or termination of contract based on case by case basis, and orients them in proper implementation of the provisions of the contract agreement.
- xxvi) To ensure quality of the works implemented under the project with adequate field supervision
- xxvii) To ensure timely completion of the works implemented under the project.
- xxviii) To verify and certify the works done by the contractors through PRPBBA which include Projects under Design and Build Contract.
- xxix) To work collaboratively with engineers, environmentalists, sociologists, planners and policy makers in the multi-disciplinary teams
- xxx) To manage projects and support on project tasks, with or under the leadership of other specialists, to ensure delivery to the high standards expected services.
- xxxi) To support and guide the Engineers of PRPBBA in all activities so as to enhance capability of PRPBBA team.

Part C: Post Construction

- xxxii) To compile the information and prepare a final report.
- xxxiii) To assist in the preparation of "As-Build Drawings; and
- xxxiv) To prepare completion reports of the subprojects.

3.0 Scope of Consulting Services

The consultant will prepare and provide technical inputs particularly in civil engineering Road/Building sector in organizing, planning including survey, structure analysis, design, construction, supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. S/he will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The road/structure engineer together will work under guidance of the project chief and in close cooperation with engineer. He/she will also assist the PRPBBA in the review and approval of design modifications which may be required during the construction phase.



Duties and Responsibilities

- ❖ Lead, plan, train, and supervise the work of engineering staff responsible for survey, structural analysis, design, construction and quality control of constructional activities; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- ❖ Correction of Detail Project Report (DPR)
 - ❖ Provide training and guidelines to concerned PRPBBA staff in different technical and awareness aspects including survey, design Specification and implementation.
 - ❖ Structural analysis and design of building projects
- ❖ Facilitation, guidance and close coordination with PRPBBA team in preparation of the engineering designs, estimates, bidding documents for the civil works and transportation
- ❖ Close monitoring and follow-up of the progress of the construction contracts under execution of PRPBBA
- ❖ Assist the PRPBBA in all technical matters and procurement processing for the project.
- ❖ Assist the PRPBBA to conduct baseline surveys on socioeconomic and transport related indicators.
- ❖ Assist the PRPBBA to implement the project in conflict situation and apply the communication strategy proposed by the project.
- ❖ Assist in preparation of Procurement Plan (PP)
- ❖ Assist the PRPBBA for Bid invitation, Bid evaluation, preparation of bid evaluation report and awarding the contracts for the proposed contracts, if needed.
- ❖ Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- ❖ Assists in preparing Quality Assurance Plan (QAP) of the work activities.
- ❖ Maintain daily diary and resource allocation works
- ❖ Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- ❖ Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule to attain milestones, specifications and drawings specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- ❖ Check the variation orders and assists the PRPBBA in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the PRPBBA.
- ❖ Maintain all the records and reports according to the PRPBBA requirements.
- ❖ Assist PRPBBA to prepare M & E reports as per the prescribed formats.
- ❖ Assist in preparing completion reports of all sub-projects.
- ❖ Attend and participate in project meetings and provide inputs on technical/engineering matters at the time of preparing annual plan, trimester and annual progress report. Prepare appropriate mechanism to monitor project progress reports after field verification. Provide feedbacks and maintain regular communication with related field and PRPBBA staff.
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by PRPBBA in connection with the project works.



4.0 Qualification and experiences of the Consultant

Road Construction Engineer should have Bachelor's degree (Preferable Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering) in Civil Engineering with minimum general experience of **5** years and specific experience of **3** years in planning, design, construction, supervision and quality control of road projects including at least one **5 km** and total **10 km** bituminous pavement road project.

Structure Engineer should have Master's Degree in Structure Engineering or equivalent with minimum general experience of **5** years and specific experience of **1** year structure analysis and design of building construction projects including supervision of at least one completed building project costing 500 million NRs. or more.

5.0 Duration of the Services

The consultant's duration of service will be for a period of 6 (Six) month. The consultant expected to work full time office hours.

6.0 Duty Station

The consultant shall perform works for;

- a) PRPBBA and frequent visit of construction site as per requirement with prior approval of **PRPBBA chief.**

7.0 Remuneration

- ❖ The consultant shall be paid a lump sum amount of remuneration per month, which should include all his/her overheads, social charges and other associated costs including local transportation within Makwanpur district and Dakshinkali Municipality of Kathmandu District and insurance premium costs.
- ❖ The consultant shall be responsible for all taxes and duties including income tax. The consultant shall be registered in VAT after agreement as per Government of Nepal rules and regulations;
- ❖ In case of travel requirement outside Makwanpur district and Dakshinkali Municipality of Kathmandu District and within Nepal for project related assignments, consultant shall be paid travel expenses on actual basis and suitably determined subsistence allowance to cover all other costs including accommodation will be equal to daily allowances of class II/III officers of government of Nepal.
- ❖ Total cost of the proposed consultancy services is estimated to be **NRs 22,39,461.12**. This includes remuneration of the consultants for **6 months** for road construction engineer and structure engineer as approved by the project. The estimates also out of pocket expenses, contingencies and VAT. The estimate of remuneration of consultant is NRs. 1,50,000/- per person per month.

9. Logistic Support

The Consultant shall be provided the remuneration and other logistic support as below:

- ❖ The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- ❖ In case of failure of negotiation ; the consultants in waiting list in order of merit will be called on for negotiation



- ❖ The price escalation is not applicable to this consulting service.
- ❖ The Consultant shall be paid by PRPBBA every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by PRPBBA chief or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of the PRPBBA. The PRPBBA may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The PRPBBA shall avail the electricity and internet facility to the consultant during working hour.
- ❖ The Consultant shall be provided a laptop for working.
- ❖ The Consultant shall be stationed at the work site(s) as well as in PRPBBA office as per requirement.
- ❖ The PRPBBA shall manage a motorcycle during travel to the field as far as possible.

10. Reporting obligation

- ❖ Monthly overall progress report.
- ❖ Develop appropriate reporting formats as required
- ❖ Proceeding of workshop and training if required; and
- ❖ Final report at the end of the assignment.
- ❖ Project's DPR review report
- ❖ Procurement Management report
- ❖ Financial report comprising of all the project expenditure
- ❖ Construction supervision report
- ❖ Material Testing Report
- ❖ Other reports as asked by and PRPBBA in connection with the project work.

11. Payment

The consultant will entitled to receive payment on monthly basis upon submission of time sheet and monthly progress report. Time sheet shall be approved by **PRPBBA chief**.

12. Taxation

The consultant is fully responsible all taxes imposed by the government. The consultant shall be registered in VAT after agreement. The consultant shall be responsible for the cost of the premium of insurance plan he takes up.

13. Time Schedule

The consultant expected to work full time office hours in accordance with PRPBBA, directed time schedule as per Agreement.