

STANDARD PROCUREMENT DOCUMENT



Procurement of Consulting Services' Direct Purchase

Issued by:
Government of Nepal
Public Procurement Monitoring Office
Tahachal, Kathmandu

January 2009



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Section 1. Letter of Invitation

Mechinagar Municipality
Office of Municipal Executive

Procurement of Third Party Consulting firm for the measurement of quantities of riverbed materials extracted by the Contractor from Mechi, Hadiya, Timai and Ninda river flowing along Mechinagar Municipality, Jhapa for Fiscal Year 2082/083.

1. The Mechinagar Municipality, Ittabhatta, Jhapa invites proposals to provide the following consulting services: The *objectives and scope of the assignment* provided in the attached Terms of Reference (TOR).
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. You are invited to submit a Proposal for the services under the TOR to : Mechinagar Municipality, Ittabhatta, Jhapa .
4. Your Proposal should be submitted in one copies and the deadline for submission is mentioned in the Cover letter of attached herewith with the RFP.
5. Clarification on the RFP may be obtained from: Mechinagar Municipality, Ittabhatta, Jhapa ,**Mr. Aman Sherpa ,9825907637**
6. Your Proposal must remain valid 90 days after the submission date,
7. The assignment is expected to commence on the date of agreement .
8. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff

Section 3 - Financial Proposal - Standard Forms

Section 4 - Terms of Reference

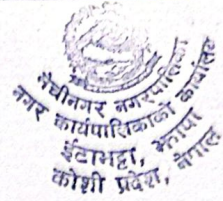
9. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal

Yours sincerely,

Chief Administrative officer,

Mechinagar



Section 2.Format of Curriculum Vitae

Key Qualifications:

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

Education:

[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a printed page.]

Employment Record:

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

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Seal / Stamp of the Consultant/Firm:

Section 3. Financial Proposal Submission Form



[Letterhead of Consultant in case of a Firm]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the applicable local taxes(excluding Value Added Tax).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We remain,

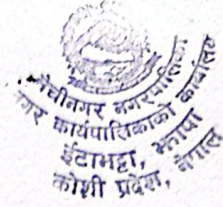
Yours sincerely,

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



Section 4. Terms of Reference

Handwritten signatures and initials in black ink, including a large signature and the initials 'S.D.'.



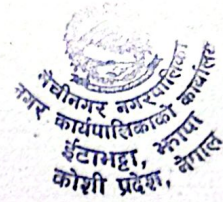
Mechinagar Municipality
Office of the Municipal Executive
Ittabhatta, Jhapa
Koshi Province, Nepal

**Request for
Proposal &
Terms of Reference**

for

Procurement of Third Party Consulting firm for the measurement of quantities of riverbed materials extracted by the Contractor from Mechi ,Hadiya ,Timai and Ninda river flowing along Mechinagar Municipality,Jhapa for Fiscal Year 2082/083.

Implementing Agency:
Mechinagar Municipality Ittabhatta,Jhapa



Terms of Reference (TOR)

Name of Project/ Assignment :Procurement of Third Party Consulting firm for the measurement of quantities of riverbed materials extracted by the Contractor from Mechi ,Hadiya ,Timai and Ninda river flowing along Mechinagar Municipality,Jhapa for Fiscal Year 2082/083.

1. Background

Mechinagar Municipality allows the extraction of riverbed materials such as sand, gravel, and stones from selected rivers within its jurisdiction as part of natural resource management and municipal revenue generation.

The main rivers where extraction activities occur include:

Mechi River

Ninda River

Hadiya River

Timai River

In fiscal year 2082/083, the IEE has prescribed 15 different Locations for extraction of river bed materials. The method of extraction is also prescribed by the IEE itself Manual Means or Using Machinery Equipment.

Also, For fiscal year 2082/083, Mechinagar Municipality has tendered the quantity of river bed material for extraction in three packages i.e. Package -Mechi River, Package -Ninda River and Package Timai and Hadiya River. The name and location of different extraction points is also mentioned hereafter.

Mechinagar Municipality intends to engaged the consulting firm /technical team for the inspection of the river and find out the quantity of the river bed material extracted by the contractor during the contract period.

2. Objectives

General Objective

To verify the extraction of riverbed materials to ensure compliance with municipal contracts and environmental regulations.

- Measure the quantity of extracted materials.
- Ensure extraction occurs within approved locations and limits.
- Monitor environmental impacts of extraction.
- Verify contractor compliance with contract conditions.

3. Scope of Work

The consulting team shall perform the following activities:

- Review approved extraction plans and contract documents.



- Verify whether extraction is occurring within approved coordinates and depth limits.
- Measure riverbed material extraction using suitable survey methods
- Calculate quantity of extracted materials in volume by the contractor.
- Provide the detail report of chainage wise extraction along with the longitudinal and cross section drawing of each IEE points .
- Provide the detail pictorial /GIS image of the excavated areas.

4.Details of the IEE points prescribed for the extraction of River bed materials:

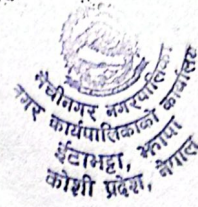
क्र.म.	नदीको नाम	उत्खनन/संकलन स्थानको नाम	वार्ड नं	उत्खनन/संकलन विधि
१	मेची खोला	डिल्ली गौडा पुर्व मेची बगर (M1)	१	मेशनरी उपकरण
		सारु गौडा पुर्व मेची बगर (M2)	१	मेशनरी उपकरण
		प्रसाद गौडा दक्षिण मेची बगर (M3)	१,४	मेशनरी उपकरण
		पहान गाँउ पुर्व मेची बगर (M4)	१५	मेशनरी उपकरण
२	निन्दा खोला	निन्दा रिभरल्याण्ड निन्दा बगर (N1)	३	श्रममुलक प्रविधि
		निन्दा टिमाई दोभान दक्षिण निन्दा बगर (N2)	८	मेशनरी उपकरण
		सुनगाभा टोल निन्दा बगर (N3)	८,१०	मेशनरी उपकरण
		रघुवीरबाडी (मोहन किता) निन्दा बगर (N4)	७,१५	श्रममुलक प्रविधि
		निन्दा हडिया दोभान उत्तर निन्दा बगर (निन्दा तर्फ) (N5)	१५	श्रममुलक प्रविधि
३	हडिया खोला	रितिका डेरी पुर्व हडिया बगर (H1)	१२	श्रममुलक प्रविधि
		कालिका सिमसार पश्चिम हडिया बगर(H२)	११	श्रममुलक प्रविधि
		मेघा सिमेन्ट हडिया बगर(H३)	१४,१५	मेशनरी उपकरण
४	टिमाई खोला	नैनाखाल पुर्व टिमाई बगर(T1)	९	मेशनरी उपकरण
		नैनाखाल दक्षिण टिमाई बगर(T2)	९	मेशनरी उपकरण
		पशुपति गाँउ पुर्व टिमाई बगर(T3)	९	मेशनरी उपकरण

5. Environmental Monitoring

Assess environmental impacts including:

- riverbank erosion
- damage to nearby infrastructure
- impacts on local communities
- river flow alteration.

Provide mitigation recommendations where necessary.



6. Compliance Monitoring

Ensure contractor compliance with:

- extraction limits specified in the contract
- approved environmental guidelines

7. Reporting

Prepare final reports including:

- Calculate quantity of extracted materials in volume by the contractor .
- Provide the detail report of chainage wise extraction along with the longitudinal and cross section drawing of each IEE points .
- Provide the detail pictorial /GIS image of the excavated areas.
- compliance status
- environmental observations

8. Time schedule for submission of the Report

Submission Phases	Copies	Time
Final Report	3	30 days from the date of Agreement

Further more , the report should be submitted to the Municipal Office in prescribed time and if necessary shall present the report in the Municipal Board Meeting.



9. Minimum Team composition, Input (Person month)

The consultant is entirely responsible for adequacy of his proposed team for successful delivery of the Services in term of quality and time schedule. All the disciplines must be represented and the composition within the proposed team must be clearly indicated in the Consultants Bid. The firms must have minimum following personnel in the team .

S. N.	Position	No.	Total input (days)	Academic Qualifications	Remarks
A	Key staff /Non-Key Staff				
1	TeamLeader (Environmental/Environmental engineer)	1	14	Bachelor's or Master's in environment science/engineering or equivalent in related subject	Field, Office
2.	Civil Engineer	1	12	Bachelor's or Master's in Civil Engineering or equivalent	Field, Office
3.	Computer Operator	1	5	+2 Pass or equivalent	Office
3.	Support Staff/helper	2	19	-	Field, Office

10. Mode of Payment

The details of the period for various report submission, payment amount, and the report to be submitted are shown in the following table.

No. of installment	Period	Payment in % of the total contract amount	Report to be submitted
Final	After Report Submission	100%	Final report



11. Evaluation Criteria:

Eligibility & Completeness Test

- Firms Registration Certificate
- Evidence of firm listed in Standing list(Maujuda suchi suchikrit) of Mechinagar Municipality office for fiscal year 2082/083 or the evidence/voucher of deposit slip of Rs 1000 on the Revenue Account of Mechinagar Municipality. (Revenue Account No: 10603000001001000001, Rajaswa (revenue) Shirshak no.: 14229)
- Tax Clearance certificate for Fiscal Year 2081/82
- VAT Registration Certificate
- Minimum Team Composition as mentioned in Section 9.

The firm only fulfilling/Complying the Eligibility & Completeness Test shall be evaluated and selected based on **Least Cost Based Selection Method(LCBS)**.

12. Client's Input and Counterpart Personnel

Municipality will provide all the available information, studies, reports, and documents relevant to the consultant, Facilitate coordination with contractors and provide necessary local support.

13. Consultant's Obligations

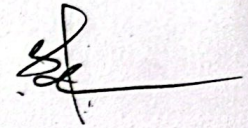
Consultant is required to review and understand the scope of services and be able to produce the acceptable deliverables as outlined in the TOR. Consultant must organize and manage necessary experts and support staff members transportation and logistics required to complete the proposed work and accordingly quote all the financial requirements in their financial proposal.

14. Agreement

The Consultant shall be required to enter into an agreement with the Office of Municipal Executive, Mechinagar Municipality, Jhapa Based on Lump Sum Contract.

MECHINAGAR MUNICIPALITY

Office of Municipal Executive
Mechinagar-07, Jhapa
Koshi Province No, Nepal



Procurement of Third Party Consulting firm for the measurement of quantities of riverbed materials extracted by the Contractor from Mechi ,Hadiya ,Timai and Ninda river flowing along Mechinagar Municipality, Jhapa for Fiscal Year 2082/083.

Bill of Quantities (BOQ)

Note: The bidder must compulsarily fill up the Bill of Quantities approved by Mechinagar Municipality

Location :- Mechinagar Municipality							
S.N.	Description	Unit	Quantity	Rate	Rate in words	Amount	Remarks
1	Procurement of Third Party Consulting firm for the measurement of quantities of riverbed materials extracted by the Contractor from Mechi ,Hadiya ,Timai and Ninda river flowing along Mechinagar Municipality, Jhapa for Fiscal Year 2082/083.	LS	1				
						SUM (NPR) :-	
						V.A.T. 13% (NPR) :-	
						Grand Total (NPR) :-	
Grand Total (NPR) IN Words :-							

Firms Stamp

Authorize Signatures:



मेचीनगर नगरपालिका नगर कार्यपालिकाको कार्यालय

इटाभट्टा, झापा,
कोशी प्रदेश, नेपाल
इटाभट्टा, झापा,
कोशी प्रदेश, नेपाल

प.स. २०८२/०८३

च.न. ४६२९

प्रस्ताव पेश गर्ने सम्बन्धमा सूचना

(प्रथम पटक प्रकाशित मिति २०८३/०१/०९)

प्रस्तुत विषयमा मेचीनगर नगरपालिका भित्र बहने मेची, निन्दा, हडिया र टिमाई नदीबाट नदीजन्य पदार्थ संकलन, उत्खनन, विक्री मूल्य कर असुल गर्ने प्रयोजनका लागि वातावरण संरक्षण ऐन, २०७६; वातावरण संरक्षण नियमावली, २०७७ तथा मेचीनगर नगरपालिकाको संक्षिप्त वातावरणीय अध्ययन तथा प्रारम्भिक वातावरणीय परीक्षण कार्यविधि, २०७७ को दफा ३ को उपदफा ४ सँग सम्बन्धित रहेर उक्त नदीहरूको प्रारम्भिक वातावरणीय परीक्षण (IEE) भइ सोहि प्रतिवेदनको आधारमा ठेक्का बन्दोबस्त समेत भइ उत्खनन कार्य जारीरहेको अवस्था रहेको र नदीजन्य पदार्थ उत्खनन संकलन IEE प्रतिवेदन बमोजिम ठेक्का प्रक्रिया भएको परिमाणको नापजाचका लागि सेवा परामर्श सेवा खरिद गर्नु पर्ने भएकोले सोहि प्रयोजनार्थ मेचीनगर नगरपालिकाको वेबसाइट www.mechinagarmun.gov.np मा रहेको Request for Proposal & Term of Reference अनुसार रहेको सर्तभित्र रही न्यूनतम लागत विधि (LCBS) बमोजिम हुने गरि सिलबन्दी प्रस्ताव तपसिल बमोजिमको समय, मिति र स्थानमा पेश गर्नुहुन यो सूचना प्रकाशन गरिएको छ।

तपसिल

- प्रस्ताव बुझाउने अन्तिम मिति र समय: २०८३/०१/१६ गते दिनको १२ बजे सम्म।
- प्रस्ताव खोल्ने मिति र समय: २०८३/०१/१६ गते दिनको २ बजे।
- स्थान: मेचीनगर नगरपालिका, इटाभट्टा, झापा।

आवश्यक कागजपत्रहरू :

- संस्था/फर्म दर्ता प्रमाणपत्रको प्रतिलिपि।
- भ्याट दर्ता प्रमाणपत्रको प्रतिलिपि।
- आ.ब ०८१/०८२ को कर चुक्ता प्रमाणपत्रको प्रतिलिपि।
- मेचीनगर नगरपालिकाको आ.ब ०८२/०८३ को लागि मौजुदासुचिमा सुचिकृत भएको प्रमाण वा मेचीनगर नगरपालिकाको नेपाल बैंक लिमिटेड काकरभिट्टा शाखाको राजस्व खाता रु १००० (एक हजार) दस्तुर तिरेको सक्कली रसिद।
(राजस्व खाता न १०६०३०००००१००१०००००१)
- कार्यगत सर्त (ToR) मा उल्लेखित न्यूनतम जनसक्ति सँग सम्बन्धित कागजपत्रहरू।

अनन्त प्रकाश बस्ती

प्रमुख, प्रशासन, योजना तथा अनुगमन शाखा

फोन: ०२३-५६२०७७, ५६२२१२, ५६२२३३, ५६२४३७, दमकल: ०२३-५६२५०४

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