


नगरपालिका
नगर कार्यपालिकाको कार्यालय
हरिसिद्धि, सीताचौला, काठमाडौं
बागमती प्रदेश, नेपाल



REQUEST FOR PROPOSALS

RFP No.: Nagarjun/NCB/CS/01/2082-83



Project Title

Consulting Service for Preparation of Drone based Integrated Metric Addressing System and Smart Municipal Service Platform for Nagarjun Municipality

**Nagarjun Municipality
Office of the Municipal Executive
Harisiddhi, Sitapaila, Kathmandu**

FY-2082/83

Issued on: 2083/04/14

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PART I

Section 1. Letter of Invitation

RFP No: Nagarjun/NCB/CS/01/2082-83

Dear Mr./Ms.:

1. Nagarjun Municipality has allocated fund toward the cost of **Consulting Service for Preparation of Drone based Integrated Metric Addressing System and Smart Municipal Service Platform for Nagarjun Municipality** and intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued, more details on the Services are provided in the Terms of Reference (Section 7).
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): **Consulting Service for Preparation of Drone based Integrated Metric Addressing System and Smart Municipal Service Platform for Nagarjun Municipality**. More details on the Services are provided in the Terms of Reference (Section 7).

3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants:

1	AMIT-EKG-MNEC JV, (Amit Consultant (P) Ltd-Engineerko Ghar-MapNepal Engineering Consultancy JV, New Baneshwor, Kathmandu)
2	Bhugol-Moonlight-Four G JV, Chandragiri-15, Kathmandu
3	GRID-SEED-Scholar JV (GRID Consult P. Ltd-Scholar Nepal-Synergy Engineering & Environmental Development JV, Baneshwor, Kathmandu)
4	Naxa ConnectUs DigiNirman JV, Maharajgunj-3, Kathmandu
5	New Planet-e2services-Dryice JV (New Planet Engineering Services-Engineering and Educational Services-Dryice Solutions JV, Pepsicola, Kathmandu)
6	Spiral-SDRC-Geo Service JV (Spiral Grid Solutions-Sustainable Development and Research Center-Geo Service Nepal Paramarsa Center -JV, Baneshwor, Kathmandu)

4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. A firm will be selected under [insert: Selection Method] and procedures described in this RFP.
6. The RFP includes the following documents:

Section 1 - Letter of Invitation
 Section 2 - Instructions to Consultants and Data Sheet
 Section 3 - Technical Proposal - Standard Forms
 Section 4 - Financial Proposal - Standard Forms
 Section 5 - Eligible Countries
 Section 6 - GoN/DP's Policy - Corrupt and Fraudulent Practices
 Section 7 - Terms of Reference
 Section 8 - Standard Forms of Contract

7. Please inform us by **2083/05/05** by email: nagarjun.napa@gmail.com

- (a) that you received the letter of invitation; and
- (b) whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).
8. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,



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Ganesh Prasad Aryal
Chief Administrative Officer



Special Instructions to Consultant (Read carefully)

- i. The Technical Proposal will be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as Certificates, official letters, bills, vouchers and necessary commitments wherever applicable.
 - ii. The consultant should duly sign and stamp all the submitted documents. Both the consulting firm & proposed key experts should submit recently and jointly signed CVs with the date.
 - iii. Along with the Curriculum Vitae, copies of certificates of degrees, training certificates attained if applicable, must be submitted with Notary Stamp. For engineers, urban planner/architects, and wherever applicable the respective council registration certificate should also be submitted.
 - iv. In case of experience certificate issued from non-government or private organization, if shown, TDS (Tax Deducted at Source) or relevant documents shall be submitted.
 - v. Participation of Sub-consultants in more than one Proposal is not permissible.
 - vi. Methodology section of the Technical Proposal is preferred to be brief and precise as much as possible.
 - vii. For hardcopy proposal submission, Consultants are encouraged to submit the documents in the rigid, professional, perfect or tape binding formats. Spiral or Loose sheet documents submissions are discouraged.
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Section 2. Instructions to Consultants and Data Sheet

["Notes to the Client": this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes to address specific country and project issues, to supplement, but not over-write, the provisions of the Instructions to Consultants (ITC), shall be introduced through the Data Sheet only. "Notes to the Client" should be deleted from the final RFP issued to the shortlisted Consultants].

A. General Provisions

1. Definitions	(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. (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. (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. (d). "Client" means the <i>[procuring entity/implementing/ executing agency]</i> that signs the Contract for the Services with the selected Consultant. (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. (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). (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. (h). "Day" means a calendar day. (i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet. (j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s). (k). "Government" means the government of the Nepal. (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. (m). "Key Expert(s)" means an individual professional whose skills, 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. (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.
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	(o). “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants. (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. (q). “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant. (r). “RFP” means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP. (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. (t). “Services” means the work to be performed by the Consultant pursuant to the Contract. (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. (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.
2. Introduction	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. 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. 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. 2.4 The Client will timely provide, at no cost to the Consultants, the 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	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. 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.

	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:
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.
5. Corrupt and Fraudulent Practices	5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6. 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. 5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.
6. Eligibility	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.

	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. Maximum number of partners in JV shall be Specified in Data sheet. 6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:
a. Sanctions	6.3.1 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.
b. Prohibitions	6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and: (a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or (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.
c. Restrictions for public employees	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).
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 done without any change in the original Proposal and with the confirmation of the availability of the Key Experts. The Consultant shall not include any additional conditions against the provisions specified in RFP, while extending the validity of its Proposal. 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.
b. Substitution of Key Experts at Validity Extension	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.

	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.
c. Sub-Contracting	12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet .
13. Clarification and Amendment of RFP	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: 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. 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. 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.
14. Preparation of Proposals – Specific Considerations	14.1 While preparing the Proposal, the Consultant must give particular attention to the following: 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. 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.

	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. 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.
15. Technical Proposal Format and Content	15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. 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.
16. Financial Proposal	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.
a. Price Adjustment	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.
b. Taxes	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.
c. Currency of Proposal	16.4 The Consultant may express the price for its Services in the currency 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	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. 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. 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. 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. 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. 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]." 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." 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 the time and date of the submission deadline indicated in the Data Sheet]". 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. 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.
18. Confidentiality	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.

	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. 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.
19. Opening of Technical Proposals	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. 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 other information deemed appropriate or as indicated in the Data Sheet.
20. Proposals Evaluation	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. 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.
21. Evaluation of Technical Proposals	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. 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. 21.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV

	proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
22. Financial Proposals for QBS	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. 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. 22.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	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 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. 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. These Financial Proposals shall be then opened, and the following information will be recorded: (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 23.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
24. Correction of Errors	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.
a. Time-Based Contracts	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.
b. Lump-Sum Contracts	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 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	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. 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.
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)	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. 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.
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	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. 28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative. 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 international selection and 7 days for national selection.
a. Availability of Key Experts	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. 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.
b. Technical negotiations	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.
c. Financial negotiations	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.

	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. 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.
29. Conclusion of Negotiations	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. 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.
30. Award of Contract	30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal. 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. 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. 30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet. 30.5 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
31. Request for Information/ Complaints	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 Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law 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. In case of letter of intent after evaluation of financial proposal 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 Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law equivalent to the 1% of Financial Proposal with the validity period of at least ninety days from the date of filing of application. 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. 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. 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. 31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.
32. Conduct of Consultants	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. 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: - give or propose improper inducement directly or indirectly, - distortion or misrepresentation of facts - engaging or being involved in corrupt or fraudulent practice - interference in - participation of other prospective bidders. - coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, - 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
33. Blacklisting	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: 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. 31.2 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, PPMO and/or the DP Development Partner. The list of debarred firms is available at the electronic address specified in the Data Sheet.

E. Data Sheet

["Notes to Client" shown in brackets throughout the text are provided for guidance to prepare the Data Sheet; they should be deleted from the final RFP to be sent to the shortlisted Consultants]

A. General	
ITC Clause Reference	
1(i)	Development Partner (DP) is: Nagarjun Municipality.
1(k) (definitions)	International experts mean experts who are citizens of an eligible country. National experts mean experts who are citizens of Nepal. Nationals who possess the appropriate international experience may be considered for assignments that require international expertise. The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.
2.1	Name of the Client: Nagarjun Municipality, Office of the Municipal Executive, Harisiddhi, Sitapaila, Kathmandu Method of selection: <i>QCBS with technical proposal: 80 % and financial proposal: 20% weightage.</i>
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: Consulting Service for Preparation of Drone based Integrated Metric Addressing System and Smart Municipal Service Platform for Nagarjun Municipality
2.3	A pre-proposal conference will be held: Yes Date of pre-proposal conference: 2083/04/26 Time: 13:00 Hours Address: Nagarjun Municipality Office Building e-mail address: nagarjun.napa@gmail.com contact: 01-5671717 Contact Person: Er. Kanchan Khanal Technical Section Chief
2.4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Please refer to Section 7, TOR

4.1	[If “Unfair Competitive Advantage” applies to the selection, explain how it is mitigated, including listing the reports, information, documents, etc. and indicating the sources where these can be downloaded or obtained by the shortlisted Consultants]
6.2	Maximum number of partners in JV shall be: 3 (three).
6.3.1	A list of debarred firms and individuals is available at the following website https://blacklist.ppmo.gov.np/
B. Preparation of Proposals	
10.1	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 2nd Inner Envelope with the Financial Proposal (if applicable): (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 Proof of legal status establish Consultant’s legal capacity to enter into binding and enforceable contracts and may be supported by: ● Certificate of incorporation. (Company Registration Certificate) ● PAN/VAT Registration Certificate. ● Tax Clearance Certificate for FY 2081-82/Tax return submission evidence for FY 2081-82
11.1	Participation of Sub-consultants in more than one Proposal is NOT APPLICABLE.
12.1	Proposals must remain valid for 90 calendar days after the proposal submission deadline.
12.9	Sub-contracting is not allowed for the proposed assignment

13.1	Clarifications may be requested no later than 10 days prior to the submission deadline. The contact information for requesting clarifications is: Nagarjun Municipality, Technical Section Email address: nagarjun.napa@gmail.com Contact: 01- 5671717
14.1.1	Shortlisted Consultants may associate with a) non-shortlisted consultant(s): NOT APPLICABLE b) other shortlisted Consultants: NOT APPLICABLE
14.1.2	Estimated input of international Key Experts' time-input: Not Applicable Estimated input of national Key Experts' time-input: as per Terms of Reference (TOR)
16.1	((1) cost of travel by the most appropriate means of transport and the most direct practicable route; (2) cost of office accommodation, including overheads and back-stop support; (3) cost of meetings, public hearing, notice publication, communications cost, allowances costs, etc. (4) cost of reports production (including printing/document purchase) and delivering to the Client; (5) cost of different field and lab tests
16.2	A price adjustment provision applies to remuneration rates: No
16.3	“Information on the Consultant’s tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np.”
16.4	The Financial Proposal shall be stated in the following currencies: Nepalese Rupees
C. Submission, Opening and Evaluation	
17.1	The Consultants “shall not” have the option of submitting their Proposals electronically.
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original (b) Financial Proposal: one (1) original.

17.8	The Proposals must be received at the address below no later than: Date: 2083/05/15 Time: 12:00 Noon The Proposal submission address is: Nagarjun Municipality, Office of the Municipal Executive, Harisiddhi, Sitapaila, Kathmandu
19.1	An online option of the opening of the Technical Proposals is offered: No
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals: Sealed financial proposal, Team composition, Work schedule, Manning schedule
21.1	The evaluation criteria, sub-criteria, and point system for the evaluation are: As per the RFP EVALUATION CRITERIA document attached in APPENDIX G in RFP document. (Refer APPENDIX G)
23.1	An online option of the opening of the Financial Proposals is offered: NO
23.1 and 23.2	The Client will read aloud only overall technical scores.
26.1	The single currency for the conversion of all prices expressed in various currencies into a single one is NRs. The official source of the selling (exchange) rate is: Nepal Rastra Bank; www.nrb.org.np The date of the exchange rate is: 30 days prior to the proposal submission deadline
27.1 [a. QCBS only]	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

	The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration. The weights given to the Technical (T) and Financial (P) Proposals are: T = 0.80 P = 0.20 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: $S = St \times T\% + Sf \times P\%$.
	D. Negotiations and Award
28.1	Expected date and address for contract negotiations: Date: Address: Nagarjun Municipality, Office of the Municipal Executive, Harisiddhi, Sitapaila, Kathmandu
30.4	Expected date for the commencement of the Services: Date:
31.1	The Applicant shall furnish a cash amount or a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with an amount of 5 % of the Bid Price.
33.2	A list of blacklisted firms is available at the PPMO’s website http://www.ppmo.gov.np , https://blacklist.ppmo.gov.np/

Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

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 [Insert title of assignment] in accordance with your Request for Proposals dated [Insert 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.
- (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}

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.

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: _____

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}

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.}

FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Nº	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.

FORM TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N ^o	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															
										Subtotal					



3-11

	Total			
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- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. 3 “Home” means work in the office in the expert’s place of residence. “Field” work means work carried out in the site.

☐ Full time input
☐ Part time input

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 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.*

(vii) *I declare that Corruption Case is not filed against me.*

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

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

[Signature of authorized representative of the firm] Date: _____
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

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] 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: _____

{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.}



 नेपालीकरण नगरपालिका
 नगर कार्यपालिकाको कार्यालय
 हरिसिद्धि, सीतापाईसा, काठमाडौं
 बागमती प्रदेश, नेपाल



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 हरिसिद्धि, सीतापाईसा, काठमाडौं
 बागमती प्रदेश, नेपाल

4-4

FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet . Payments will be made in the currency(ies) expressed. Delete columns which are not used.}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
Competitive Components				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
Sub-Total				
Non-Competitive Components				
Provisional Sums				
Sub-Total				
Total Cost of the Financial Proposal¹				

¹ Should match the amount in Form FIN-1.

Value Added Tax (VAT)				
-----------------------	--	--	--	--

FORM FIN-3 BREAKDOWN OF REMUNERATION²

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)	{Currency 1- as in FIN-2}	{Currency 2- as in FIN-2}	{Currency 3- as in FIN-2}	{Local Currency- 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 (International)³									
1.									
2.									
Sub-Total Costs									
KEY EXPERTS (National)									
1.									
2.									
Sub-Total Costs									
Total Costs: Key Experts (International and National)									
NON-KEY EXPERTS/SUPPORT STAFF									
1.									

² 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.

³ As identified in the Summary and Personnel Evaluation Sheet.

2.									
	Total Costs: Non-Key Experts/Support Staff								
	TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF								

**CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES
(EXPANDED FORM TO FIN-3 – QBS)**

(EXPRESSED IN [INSERT NAME OF CURRENCY*])

<i>Personnel</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>Name</i>	<i>Position</i>	<i>Basic Remuneration Rate per Working Month/Day/Year</i>	<i>Social Charges¹</i>	<i>Overhead₁</i>	<i>Subtotal</i>	<i>Profit²</i>	<i>Away from Home Office Allowance</i>	<i>Proposed Fixed Rate per Working Month/Day/Hour</i>	<i>Proposed Fixed Rate per Working Month/Day/Hour¹</i>
<i>Home Office</i>									
<i>Client's Country</i>									

* If more than one currency is used, use additional table(s), one for each currency

1. Expressed as percentage of 1

2. Expressed as percentage of 4

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;*
- (b) attached are true copies of the latest pay slips of the Experts listed;*
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;*
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and*
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.*

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____

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	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- 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}								
Sub-Total: Reimbursable Expenses								
Provisional Sums								
Item 1								
Item 2								
Sub-Total: Provisional Sums								
Total: Reimbursable Expenses + Provisional Sums								

* Provisional Sums must be expressed in the currency indicated in the data sheet.

Section 5. Eligible Countries

[This section contains the list of eligible countries. Select one option, either GoN Funded or DP Funded.]

For GoN funded: *[select one option as appropriate]*

For the purpose of National shortlisting: “**Nepal**”; or

For the purpose of International Shortlisting: “**all Countries**”

For DP funded: **attach list as per their list of eligible countries**

Section 6. Corrupt and Fraudulent Practices

[“Notes to the Client”: The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP’s policy on corrupt and fraudulent practices]

It is the GoN’s policy to require its implementing agencies, as well as consultants under GoN (or DP) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - (iv) “obstructive practice” means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the GoN’s/DP’s inspection and audit rights provided for under Clause GCC 25.2.
- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant’s contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will blacklist a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

Section 7. Terms of Reference

As per the Terms of Reference (ToR) document attached in Appendix H of this RFP document. (Refer to Appendix H)

PART II

Section 8. Conditions of Contract and Contract Forms

Foreword

1. Part II includes standard Contract forms for Consulting Services (a Lump-Sum Contract).
2. **Lump-Sum Contract:** This type of contract is used mainly for assignments in which the scope and the duration of the Services and the required output of the Consultant are clearly defined. Payments are linked to outputs (deliverables) such as reports, drawings, bill of quantities, bidding documents, or software programs. Lump-sum contracts are easier to administer because they operate on the principle of a fixed price for a fixed scope, and payments are due on clearly specified outputs and milestones. Nevertheless, quality control of the Consultant's outputs by the Client is paramount.

STANDARD FORM OF CONTRACT

Consultant's Services

LUMP-SUM FORM OF CONTRACT

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Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.

CONTRACT FOR CONSULTANT'S SERVICES

Lump-Sum

Project Name _____

Contract No. _____

between

[Name of the Client]

and




[Name of the Consultant]

Dated: _____

I. Form of Contract

LUMP-SUM

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client]* (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

[**Note:** If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Consultant”).]

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received [*or has applied for*] a loan [*or grant or financing*] from the Donor Agency: toward the cost of the Services and intends to apply a portion of the proceeds of this [*loan/grant/financing*] to eligible payments under this Contract, it being understood that (i) payments by the Donor will be made only at the request of the Client and upon approval by the Donor; (ii) such payments will be subject, in all respects, to the terms and conditions of the [*loan/grant/financing*] agreement, including prohibitions of withdrawal from the [*loan/grant/financing*] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Donor, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations/; and (iii) no party other than the Client shall derive any rights from the [*loan/grant/financing*] agreement or have any claim to the [*loan/grant/financing*] proceeds;

[Note: Include Clause (c) only in case of donor-funded projects.]

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;



- (c) Appendices: : *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A: Terms of Reference
Appendix B: Key Experts
Appendix C: Breakdown of Contract Price
Appendix D: Form of Advance Payments Guarantee [Use only for donor-funded project only. Specify “Not Applicable” for GoN funded projects]
Appendix E: Medical Certificate
Appendix F: Minutes of Negotiation Meetings

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C; Appendix D; Appendix E and Appendix F.

Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Client]*

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[Note: If the Consultants consist of more than one entity, all these entities should appear as signatories, e.g., in the following manner].

For and on behalf of each of the members of the Consultant

[Name of member]



[Authorized Representative]

[Name of member]

[Authorized Representative]

[add signature blocks for each member]

II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Guidelines” means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project.
- (b) “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.
- (c) “Borrower [*or Recipient or Beneficiary*]” means the Government, Government agency or other entity that signs the financing [*or loan/grant/project*] agreement with the Development Partner.
- (d) “Client” means [*procuring entity/the implementing/ executing*] agency that signs the Contract for the Services with the Selected Consultant.
- (e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (g) “Day” means a working day unless indicated otherwise.
- (h) “Development Partner (DP)” means the country/institution funding the project **as specified in the SCC**.
- (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- (k) “Foreign Currency” means any currency other than the currency of the Client’s country.
- (l) “GCC” means these General Conditions of Contract.
- (m) “Government” means the government of Nepal (GoN).
- (n) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses 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.
- (o) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the

performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.

- (p) "Local Currency" means the currency of Nepal (NPR).
- (q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.
- (s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of Nepal.

4. Language

4.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

5. Headings

5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so

specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.

8. Authority of Member in Charge

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

9. Authorized Representatives

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.

10. Corrupt and Fraudulent Practices

10.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in **Attachment 1** to the GCC.

a. Commissions and Fees

10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or the other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions and gratuities may result in termination of the Contract.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

11. Effectiveness of Contract

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.

14. Expiration of Contract

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as **specified in the SCC** or such other time period as the Parties may agree in writing.

15. Entire Agreement

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. Modifications or Variations

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

17. Force Majeure

a. Definition

17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.

17.6. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.7. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fifteen (15) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

d Extension of Time (EoT)

17.8. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.9. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.10. The Consultant shall submit an application to the Client for extension of time, stating the causes for delay with supporting evidence within 7 days before the expiry of the Contract completion date. The approval of EoT shall be subject to verification by the Client whether:

- (a) the consultant had made the best possible efforts to complete the work in due time ,
- (b) the facilities to be provided by the Client as per the contract to the Consultant was made in time or not,
- (c) the delay was as a result of Force Majeure or not.

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1 This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in

case of the events referred to in (a) through (d); and at least sixty (60) calendar days' written notice in case of the event referred to in (e):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 48.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to furnish the professional liability insurance within 30 days from the date of signing of the contract agreement.

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practices, in competing for or in executing the Contract, then the Client may, after giving fifteen (15) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 48.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 48.1.
- (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

c. Cessation of Rights and Obligations

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 23, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 26, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 28 or GCC 29.

e. Payment upon Termination

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

a. Standard of Performance

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall

always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

b. Law Applicable to Services

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, Client's country prohibits commercial relations with that country; or
- (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 Client's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

21. Conflict of Interests

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 39 through 45) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods,

works or services, the Consultant shall comply with any applicable procurement guidelines as per the prevailing Public Procurement Act and Regulations of the GoN(or of the Donors/funding agencies) and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause their Personnel as well as its Sub-consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in Nepal which would conflict with the activities assigned to them under this Contract; and
- b. after the termination of this Contract, such other activities as may be specified in the SCC

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Consultant has an obligation and shall ensure that its Personnel and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the termination of its Contract.

22. Conduct of Consultants

22.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Procurement Act and Regulations.

22.2 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 :

- (i) give or propose improper inducement directly or indirectly,
- (ii) distortion or misrepresentation of facts
- (iii) engaging or being involved in corrupt or fraudulent practice
- (iv) Interference in participation of other prospective consultants.
- (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- (vi) 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.

(vii) 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 then notification of award of contract

23. Confidentiality

23.1 The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary of confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

24. Liability of the Consultant

24.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

25. Insurance to be Taken out by the Consultant

25.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25.2 The Consultant shall take out and maintain professional liability insurance within 30 days of signing of the contract agreement.

26. Accounting, Inspection and Auditing

26.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

26.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the Client/DP and/or persons appointed by the Client/DP to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Client/DP if requested by the Client/DP. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Client/DP's inspection and audit rights provided for under this Clause GCC 26.2 constitute a prohibited practice subject to contract termination.

27. Reporting Obligations

27.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

28. Proprietary Rights of the Client in Reports and Records

28.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

28.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

29. Equipment, Vehicles and Materials

29.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

29.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

30. Description of Key Experts

30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

31. Replacement of Key Experts

31.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person

of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Removal of Experts or Sub-consultants

32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert of Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.

32.2 In the event that any of Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

32.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CLIENT

33. Assistance and Exemptions

33.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a

corporate entity in the Client's country according to the applicable law in the Client's country.

- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the SCC.

34. Access to Project Site

34.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

35. Change in the Applicable Law Related to Taxes and Duties

35.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 39.1.

36. Services, Facilities and Property of the Client

36.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

37. Counterpart Personnel

37.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

37.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in **Appendix A**, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 39.2

37.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the

replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

38. Payment Obligation

38.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

39. Contract Price

39.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.

39.2 Any change to the Contract price specified in Clause 39.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.

40. Taxes and Duties

40.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract.

41. Currency of Payment

41.1 Any payment under this Contract shall be made in the currency (ies) specified in the **SCC**.

42. Mode of Billing and Payment

42.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 39.1.

42.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

42.2.1 Advance payment: Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

42.2.2 The Lump-Sum Installment Payments. The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make

any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.3 The Final Payment .The final payment under this Clause shall be made only after the final report have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

42.2.5 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

43. Retention

43.1. The Client shall retain from each payment due to the Consultant the proportion **stated in the SCC** until Completion of the whole of the Works.

43.2. One half the total amounts retained shall be repaid to the Consultant at the time of the payment of the Final Bill pursuant to GCC Clause 42.2.3 and the remaining half shall be paid to the consultant within 15 days after submission of document issued by the concerned Internal Revenue Office that the consultant has submitted his Income Returns.

44. Interest on Delayed Payments

44.1. If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 42.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

45. Liquidated Damages

45.1. The Consultant shall pay liquidated damages to the Client at the rate per day stated in the SCC for each day that the completion of services is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Beyond this limit the contract may be terminated by the Client. The Client may deduct liquidated damages from any payments due to the Consultant. Payment of liquidated damages shall not affect the Consultant's liabilities.

G. FAIRNESS AND GOOD FAITH

46. Good Faith

46.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

47. Amicable Settlement

47.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

47.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicably settled within fifteen (15) days following the response of that Party, Clause GCC 48.1 shall apply.

48. Dispute Resolution

48.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

I. BLACKLISTING

49. Blacklisting

49.1 Without prejudice to any other right of the Client under this Contract, Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant.

- a) if it is proved that the consultant committed acts pursuant to GCC 22..2,
- b) if the Consultant fails to sign an agreement pursuant to Information to Consultants Clause 29.3,
- 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 work 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 consultant from participating in the assignment.
- 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.

49.2 A Consultant declared blacklisted and ineligible by the Public procurement Office, and or concerned Donor Agency in case of donor funded

project, shall be ineligible to participation the selection process during the period of time determined by the PPMO, and or the concerned donor agency.

III. Special Conditions of Contract

[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.1 and 6.2	The addresses are: Client : Nagarjun Municipality, Office of the Municipal Executive, Harisiddhi, Sitapaila, Kathmandu. _____ Attention : Technical Section Chief, Facsimile : 01-5671717 E-mail (where permitted): Nagarjun.napa@gmail.com Consultant : _____ Attention : _____ Facsimile : _____ E-mail (where permitted) : _____
8.1	The Lead Member on behalf of the JV is:
9.1	The Authorized Representatives are: For the Client: [name, title] _____ For the Consultant: [name, title] _____
12.1	Termination of Contract for Failure to Become Effective: The time period shall be 2 months
13.1	Commencement of Services: The number of days shall be 7. Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.
14.1	Expiration of Contract:

	The time period shall be 12 Months.
21 b.	The Client reserves the right to determine whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3
24.1	No additional provisions.
25.1	The insurance coverage against the risks shall be as follows: (a) Professional liability insurance, with a minimum coverage Total Contract Amount. Pursuant to the Public Procurement (Second Amendment) Act, 2083 and the Public Procurement Regulations, 2064 , a consultant is legally obligated to furnish Professional Liability Insurance covering the total contract amount to the public entity within 30 days of signing the procurement agreement
28.1	No exceptions
28.2	<i>[Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SCC 27.2 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, could be used:</i> [The Consultant shall not use these [insert what applies.....documents and software.....] for purposes unrelated to this Contract without the prior written approval of the Client.] OR [The Client shall not use these [insert what applies.....documents and software.....] for purposes unrelated to this Contract without the prior written approval of the Consultant.] OR [Neither Party shall use these [insert what applies.....documents and software.....] for purposes unrelated to this Contract without the prior written approval of the other Party.]

33.1 (a) through (f)	[Note: List here any changes or additions to Clause GCC 33.1. If there are no such changes or additions, delete this Clause SCC 33.1.]
33.1(g)	[Note: List here any other assistance to be provided by the Client. If there is no such other assistance, delete this Clause SCC 33.1(g).]
39.1	The Contract price is: _____ [insert amount and currency for each currency] [indicate: inclusive or exclusive] of Value Added Tax (VAT). VAT chargeable in respect of this Contract for the Services provided by the Consultant shall [insert as appropriate: “be paid” or “reimbursed”] by the Client [insert as appropriate: “for” or “to”] the Consultant.
42.2	The payment schedule: As provisioned in Terms of Reference (TOR).
42.2.1	<i>The advance payment is not applicable.</i>
42.2.4	The accounts are: for local currency: NRs.
43.1	The proportion of payments retained is: 5 %
44.1	The interest rate is: NA
45.1	The liquidated damage is: 0.05% per day. The maximum amount of liquidated damages is: 10% of the sum stated in the Agreement.
48.	(a) Contracts with foreign consultants: Disputes shall be settled by arbitration in accordance with the following provisions: <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions: - Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to [name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC)

	<i>of Lausanne, Switzerland]</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute. (b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]</i>. (c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the <i>[name the same appointing authority as in said paragraph (b)]</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.
	2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract. 3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator. 4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [Note: If the Consultant consists of more than one entity, add: or of the home country of any of

	their members or Parties] or of the Government's country. For the purposes of this Clause, "home country" means any of: (a) the country of incorporation of the Consultant [Note: If the Consultant consists of more than one entity, add: or of any of their members or Parties]; or (b) the country in which the Consultant's [or any of their members' or Parties'] principal place of business is located; or (c) the country of nationality of a majority of the Consultant's [or of any members' or Parties'] shareholders; or (d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.
	5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder: (a) proceedings shall, unless otherwise agreed by the Parties, be held in <i>[select a country which is neither the Client's country nor the Consultant's country]</i>; (b) the <i>[type of language]</i> language shall be the official language for all purposes; and (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement. (b) Contracts with domestic consultants: Arbitration shall be conducted in accordance with Nepal Arbitration Act

IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[**Note:** This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 5 of the RFP]

APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/ from the Client's country; public holidays etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty five (25) working (billable) days. One working (billable) day shall be not less than seven (7) working (billable) hours (total 40 hours a week).]

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

{Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.}

Model Form I
Breakdown of Agreed Fixed Rates in Consultant's Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

*(Expressed in [insert name of currency])**

<i>Experts</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>Name</i>	<i>Position</i>	<i>Basic Remuneration rate per Working Month/Day/Year</i>	<i>Social Charges¹</i>	<i>Overhead¹</i>	<i>Subtotal</i>	<i>Profit²</i>	<i>Away from Home Office Allowance</i>	<i>Agreed Fixed Rate per Working Month/Day/Hour</i>	<i>Agreed Fixed Rate per Working Month/Day/Hour¹</i>
<i>Home Office</i>									
<i>Work in the Client's Country</i>									

¹ Expressed as percentage of 1

² Expressed as percentage of 4

* If more than one currency, add a table

Signature

Date

Name and Title: _____

APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE

[See Clause GCC 42.2.1]

Bank Guarantee for Advance Payment

Guarantor: _____ [insert commercial Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [name and address of Client]

Date: _____ [insert date]

ADVANCE PAYMENT GUARANTEE No.: _____ [insert number]

We have been informed that _____ [name of Consultant or a name of the Joint Venture, same as appears on the signed Contract] (hereinafter called "the Consultant") has entered into Contract No. _____ [reference number of the contract] dated _____ [insert date] with the Beneficiary, for the provision of _____ [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ [insert amount in figures] () [amount in words] is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ [amount in figures] () [amount in words]⁴¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ [name and address of bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as "paid" by

⁴¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the ___ day of _____ [month], _____ [year],⁵² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

⁵² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

APPENDIX E – MEDICAL CERTIFICATE

APPENDIX F –MINUTES OF NEGOTIATION MEETINGS

APPENDIX G – EVALUATION CRITERIA

**Nagarjun Municipality
Office of the Municipal Executive
Harisiddhi, Sitapaila, Kathmandu
Bagmati Province**

RFP EVALUATION CRITERIA

Name of the Project: **Consulting Service for Preparation of Drone based Integrated Metric Addressing System and Smart Municipal Service Platform for Nagarjun Municipality**

Contract Identification No: **Nagarjun/NCB/CS/01/2082-83**

Total weightage of Financial Proposal = 20%

Total Weightage of Technical Proposal= 80 %

Total marks of the technical proposal = 100

Minimum marks required to be secured by the Consultant in the technical proposal = 60

SN	Particulars	Marks
A	Technical	100
1	Consultant's specific experience	25
1.1	"Successfully completed Web GIS based House Numbering of Local Level within last 7 years" (Maximum 4 projects shall be considered) a. No Project = 0 Marks b. One Project = 3 marks c. Two Projects = 6 marks d. Three Projects = 9 marks e. More than Three Projects= 12 marks <i>*Supporting Evidence: The bidder shall provide publicly accessible official URL for each claimed project demonstrating its successful completion or operational status. Projects without verifiable supporting URLs may not be considered for evaluation. *</i>	12
1.2	"Successfully Completed Web GIS based data collection/mapping/ management/ visualization systems/projects for Government entities within last 7 years " (Maximum 4 Projects shall be considered) a. No Project= 0 Marks a. One Project = 2 marks b. Two Projects =4 marks c. Three Projects= 6 marks d. More than three projects= 8 marks	8

	*Supporting Evidence: The bidder shall provide publicly accessible official URL for each claimed project demonstrating its successful completion or operational status. Projects without verifiable supporting URLs may not be considered for evaluation. *	
1.3	“Successfully Conducted Web GIS Based House Numbering Projects inside Kathmandu Valley within last 7 Years” (Maximum 2 Projects shall be considered) a. No Project = 0 Marks a. One Project= 2.5 marks b. More than one project= 5 Marks *Supporting Evidence: The bidder shall provide publicly accessible official URL for each claimed project demonstrating its successful completion or operational status. Projects without verifiable supporting URLs may not be considered for evaluation. *	5
2	Methodology, Work schedule/plan (Total 25 Marks)	25
2.1	Comments or suggestions on ToR and services	5
a.	Fair (General Comments or Suggestions)	3
b.	Satisfactory (Slightly specific comments or suggestions along with General Comments)	4
c.	Good (Significantly specific comments or suggestions along with General Comments)	5
2.2	Quality of Methodology	5
a.	Fair (General methodology)	3
b.	Satisfactory (Clear methodology without flowchart)	4
c.	Good (Clear methodology with flowchart)	5
2.3	Detailed breakdown of all activities into different phases of the project along with a timeline, integrating manpower deployment	5
a.	Submission of comprehensive work schedule with phase-wise activity breakdown and timeline	3
b.	Work schedule relevant to the proposed methodology, showing logical sequencing and dependencies	4
c.	Integration of manning schedule with work schedule, detailing number of personnel, roles/skills required per phase, and deployment plan	5
2.4	Quality Assurance Plan and Innovativeness	5
a.	Fair (Basic QA Plan with no innovative practices)	3
b.	Satisfactory (Clear QA Plan with some innovative practices)	4
c.	Good (Comprehensive QA Plan with significant innovative practices including risk management)	5
2.5	Framework for Updating and Institutionalizing the Municipal Addressing System, Multi-System Integration Plan (Revenue, EBPS, Service Delivery, and Disaster)	5
a	Fair (Basic Conceptual Framework)	3
b	Satisfactory (Structured Operational Plan (Text-Based Methodology))	4
c	Good (Comprehensive Institutionalization & Systemic Integration Model (with Workflow Mapping))	5
3	Key personnel: Qualification and technical competence of the proposed key staffs for assignment	40

3.1	Team Leader (10)	10
a	Education: Master Degree in Informatics /Digital Development /Geoinformatics/ Urban Planning / or related field (Masters=3, Bachelors=2, +2=0)	3
b	General Experience in Years: At least 7 years of experience after Master's Degree. (≥ 7 yrs.=3, $\geq 5 < 7$ =2, $\geq 5 < 3$ =1, < 3 =0).	3
c	Specific Experience: Should have led and completed on Drones and Web GIS Based House Numbering projects (2 projects=4, 1 project=2, No project=0) *Work experience letter (stating project details from relevant office/organization with Notary Stamp*	4
3.2	Urban Planning Expert (8)	8
a	Education: Master's Degree in Urban Planning /Urban Design or related field (Masters=2, Bachelors=1, +2=0))	2
b	General Experience in Years (≥ 5 yrs.=2, $\geq 3 < 5$ =1, < 3 =0) after Master's Degree	2
c	Specific Experience: Experience on completed Drones and Web GIS Based House Numbering projects (2 projects=4, 1 project=2) *Work experience letter (stating project details from relevant office/organization with Notary Stamp*	4
3.3	GIS Expert (8)	8
a	Education: Bachelor Degree in Geomatics/Geoinformatics or related field (Bachelor=2)	2
b	General Experience in Years (≥ 5 yrs.=2, $\geq 3 < 5$ =1, < 3 =0) after Bachelor's Degree	2
c	Specific Experience: Experience on completed Web GIS Based House Numbering projects (2 projects=4, 1 project=2, No project=0) *Work experience letter (stating project details from relevant office/organization with Notary Stamp*	4
3.4	Cyber Security Specialist (7)	7
a	Education: Bachelor degree in Networking and Security / Cyber Security or related field (Bachelor=1)	2
b	General Experience in Years (≥ 5 yrs.=2, $\geq 3 < 5$ =1, < 3 =0) after Bachelor's Degree	2
c	Specific Experience: Experience in protecting digital systems, networks, and data from unauthorized access, breaches, and cyber threats. (3 projects=3, 2 projects=2, 1 project=1, No project=0) *Work experience letter (stating project details from relevant office/organization with Notary Stamp*	3
3.5	Sr. Software Developer (7)	7
a	Education: Bachelor in ICT or Computer Engineering or related field (Bachelor=2)	2
b	General Experience in Years (≥ 5 yrs.=2, $\geq 3 < 5$ =1, < 3 =0) Bachelor's Degree.	2
c	Specific Experience: Experience in Design and development of digital software consisting of both web and mobile application. (3 projects=3, 2 projects=2, 1 project=1, No project=0) *Work experience letter (stating project details from relevant office/organization with Notary Stamp*	3

4	Method of Technology Transfer (Imparting technical skill during the Study)	10
a	General method of description of knowledge transfer = 6 Marks	6
b	Method of description of knowledge transfer with charts = 8 Marks	8
c	Method of description of knowledge transfer with outline of training modules = 10 Marks	10
	Total Marks	100

Appendix H: Terms of Reference (ToR)



Nagarjun Municipality
Office of the Municipal Executive
Harisiddhi, Sitapaila, Kathmandu
Bagmati Province



Terms of Reference

For

**Consulting Service for Preparation of Drone based Integrated Metric
Addressing System and Smart Municipal Service Platform for Nagarjun
Municipality**

FY: 2082/83

Mandatory Requirements for Key -Experts and the firm:

- a. Work Completion certificate of the Firm with Notary Stamp.
- b. Academic documents (final awarded degree) for academic qualifications and work experience letter **(stating project details from relevant office/organization)** along with CVs must be submitted for proposed man-power with Notary Stamp.

Miscellaneous:

- c. Additional marks shall be awarded in accordance with the Technical Evaluation Criteria for qualifications and experience exceeding the minimum requirements.
- d. Questionnaires for the House Hold survey is just a sample. The final questions will be set up with the conduction of the workshop.
- e. Ward level interaction workshop for data validation and sensitization about house numbering at least 3 times per wards, all expenses incurred by the selected firm.
- f. Municipality level project Kickoff and Dissemination program or workshop: at least three times, all expenses incurred by the selected firm.
- g. The successful bidder shall provide full cooperation and coordination with the relevant parties throughout the installation process of the permanent house number plate. The installation date will be advised in due course
- h. During a household socio-economic survey, the selected consultant must mark the household using a municipality-approved sticker or permanent marker bearing the unique household identification number.

Note: *The consultant should consult with the concerned officials of the Nagarjun Municipality after signing the agreement in order to understand the Municipal requirements and also to ensure that all activities are conducted as per the need and expectations from the Municipality office. The consultant is liable to develop the system according to the needs of the Nagarjun Municipality and has to provide a demo of the system to the officials of the Nagarjun Municipality as per when asked. Besides, the consultants must ensure the following activities:*

1. *They have to visit all ward offices and organize interaction sessions together with ward officials and citizens to understand their needs and also sensitize them about the benefits of the addressing system. Also, they need to consult with ward officials for the finalization of standard names for toles, roads and streets.*
2. *Household surveys should be done by going in each household and a form should be filled up in a given format.*
3. *The consultant team needs to prepare a summarized version of their work progress in a standard format report every 15 days to the Municipality office.*

1. Background

Nagarjun Municipality is a rapidly transforming urban municipality located in the western part of Kathmandu Valley within Kathmandu District of Bagmati Province, Nepal. The municipality lies adjacent to Kathmandu Metropolitan City and is bordered by Chandragiri Municipality to the south, Tarakeshwar Municipality to the north and east, Kirtipur Municipality to the southeast, and Dhunibeshi Municipality to the North-West with an area of 29.85 sq Km. Nagarjun Municipality is characterized by a unique mix of dense urban settlements, semi-urban residential areas, forest-covered hills, and rapidly expanding peri-urban neighborhoods.

Formed through the amalgamation of former Village Development Committees, Nagarjun Municipality currently consists of ten wards with diverse settlement patterns, ranging from compact inner-city neighborhoods to scattered hillside communities near the Nagarjun forest range. Due to its strategic location the municipality has experienced rapid population growth and unplanned urban expansion over the past decade. This growth has resulted in a sharp increase in residential buildings, road networks, commercial establishments, and service demands.

Despite this rapid urbanization, Nagarjun Municipality presently lacks a comprehensive, standardized street naming and **31,301** household addressing system. Many roads remain unnamed or inconsistently named, and households do not follow a uniform addressing structure. As resulting, locating individual buildings and households remains challenging for residents, municipal service providers, emergency responders, postal and courier services, utility providers, and visitors. The absence of a reliable metric addressing system also constrains effective municipal governance, particularly in areas such as building permit management (EBPS), property tax assessment, disaster preparedness, infrastructure planning, and service delivery optimization.

Nagarjun's topography further amplifies these challenges. The municipality includes sloped terrains, forest-adjacent settlements, and narrow access roads, making navigation and emergency response particularly difficult during disasters such as earthquakes, landslides, fires, and medical emergencies. Without an accurate, geospatially enabled addressing system, timely response and efficient resource mobilization become highly constrained, directly impacting public safety and resilience.

In addition, the Municipality is progressively adopting digital governance tools and information systems; however, the lack of an integrated geospatial base map and household-level database limits the effectiveness of such digital initiatives. A unified, GIS-based metric street naming and household addressing system—supported by high-resolution drone imagery, web-based GIS platforms, and mobile applications—is therefore essential to establish a reliable spatial foundation for municipal planning, governance, disaster risk reduction, revenue management, and citizen-centric service delivery.

As Nagarjun Municipality continues its transition toward a modern, smart, and resilient urban center, the establishment of a **Web-GIS Based Integrated Metric Addressing System** will serve as a critical enabler. This system will not only enhance daily navigation and service accessibility for citizens but also strengthen municipal capacity in urban planning, infrastructure development, emergency response, and transparent, data-driven decision-making—laying a strong foundation for sustainable urban growth and improved quality of life for all residents.

2. Significance of Work

This project once completed will benefit different stakeholders in multiple different ways. The most significant works are GIS Metric Addressing System with preparation of Basemap, integrated Municipal Database, road inventory database (MTMP based); GIS embedded disaster, revenue, EBPS and other service delivery modules attached mobile (both Android and IOS) and web app with the following is the brief summary:

(i) Municipality Officials and Elected Government Representatives:

- Data-Driven Development Planning: Utilize updated datasets for roads and buildings to make informed decisions about urban development and infrastructure projects.
- Utilities Management and Services Allocation: Identify each household individually for better management of utilities and service allocation.
- Tax Revenue Collection: Easily track buildings with different revenue statuses, leading to improved tax collection.
- Infrastructure Development Prioritization: Identify areas with low connectivity for effective infrastructure planning.
- Administrative Service Delivery: Streamline local government service delivery with rigid address systems.
- Resource Allocation and Fund Management: Identify disaster-vulnerable communities for better resource allocation and fund management.
- Automated Addressing System: Save expenses by **automatically generating household numbers** during building permit issuance after a new building is built within the Municipal area.
- Integration of the addressing system with building inventory and EBPS will support accurate property identification.
- Integration with IoT Devices: Integrate with IoT devices for improved infrastructure monitoring and maintenance.

(ii) Online Business and Service Providers:

- Access to Accurate Data: Access reliable and up-to-date information about households and roads for business planning and service provision.
- Efficient Service Delivery: Enhance service delivery by using precise address data to reach customers and clients effectively.

(iii) Citizens:

- Makes the day-to-day Navigation around the Municipality easier for citizens with accurate data about all roads and access routes.
- Citizen Issue Identification: Use household-level data to identify and address citizen issues and problems effectively.

(iv) Emergency Responders

- Rapid and Precise Location Identification: The system provides unique and accurate addresses for individual households and roads, enabling emergency responders to quickly and precisely locate those in need during emergencies and disasters.
- Efficient Resource Allocation: With the system's ability to identify disaster-vulnerable communities and critical regions, emergency response providers can allocate resources more efficiently, directing aid where it is most needed.
- Real-time Route Identification: The system offers real-time route identification to individual citizens, allowing emergency responders to navigate the most efficient paths to reach those requiring assistance promptly.

- Improved Disaster Preparedness: Access to up-to-date datasets on roads, buildings, and infrastructure aids disaster management officials in better preparedness planning and response capacity building.
- Enhanced Coordination: The system facilitates better coordination among various emergency response teams and agencies by providing a unified addressing system.
- Risk Assessment: Disaster management officials can use the system's data to conduct detailed risk assessments, identifying areas prone to specific hazards and planning mitigation strategies accordingly.
- Timely Situational Analysis: The accurate inventory of roads and buildings allows for timely situational analysis, enabling a faster and more effective response to disasters.
- Seamless Collaboration: The system's integration with IoT devices allows for seamless collaboration with sensor-based technologies for real-time monitoring and data sharing during emergencies.
- Data-Driven Decision Making: The availability of data-driven insights helps emergency response providers and disaster management officials make informed decisions during crisis situations, leading to better outcomes.
- By leveraging the GIS-based metric street naming and house addressing system, emergency response providers and disaster management officials can enhance their capabilities in handling emergencies and ensuring the safety and well-being of citizens during critical times.

(iv) Other Government Agencies:

- Road and Infrastructure Planning: Access updated road inventory data for better planning of road updates, maintenance, and expansions.
- Institutional Data Inventory: Utilize accurate datasets on educational facilities, health facilities, government institutions, etc., for planning and decision-making purposes.
- Good Governance: Provide advice to the government based on geodata to prioritize activities related to good governance and accelerate municipal service delivery transparently.

3. Objective:

The objective of this project is to develop and implement a Web GIS-Based Street Naming and Household Addressing System supported by accurate and up-to-date Household and Road Inventory generated using Drone Imagery. The system aims to empower the Municipality with data-driven planning and decision-making capabilities, enabling efficient urban development, utilities management, tax revenue collection, disaster management, emergency response, EBPS and overall improved administrative service delivery.

The sub objectives of this project are as follows:

- Prepare a high resolution Integrated Municipal Geodatabase and Urban Base Map with Drone based Orthophoto map as a background of Nagarjun Municipality.
- Develop an accurate and up-to-date database of roads and individual buildings to support data-driven development planning and decision making by the Municipality.
- Establish a unique household identification system to aid in utilities management and efficient allocation of services for residents.
- Implement an automated metric addressing system to streamline the tax revenue collection process and improve tracking of buildings with different revenue statuses with embed in EBPS.
- Design and develop a robust web-based metric-based addressing system that adheres to international best practices and standards.
- Fix and standardize street names on all roads within Nagarjun Municipality in accordance with the approved metric addressing framework

- Develop an accurate municipal data inventory and link it with household-level emergency planning, disaster management, municipal service delivery, and urban management functions.
- Integrate the existing Electronic Building Permit System (eBPS), building permit records, household data, addressing information, and geospatial datasets into a unified Municipal Geodatabase.

4. Scope of the Service :

The scope of work for the consulting services encompasses the following key areas, although it may be further refined during the project initiation phase.

a) Need Assessment Study

- Conduct a project kickoff meeting with key stakeholders, including Municipality officials and community representatives.
- Conduct stakeholder consultations with key municipal officials, community leaders, and service providers to understand their specific addressing needs and challenges.
- Analyze existing data and records related to roads, buildings, and households in Nagarjun Municipality to identify gaps and deficiencies in the current data recording keeping system/process.
- Conduct a survey among residents to gather their feedback, preferences, and suggestions regarding the addressing system.
- Assess the technological infrastructure and capacity of the Municipality to determine the feasibility and requirements for implementing a digital addressing system.
- Prepare a comprehensive Inception report including findings from the need assessment along with a detailed work plan, findings, recommendations, and proposed solutions.
- Review the existing Electronic Building Permit System (eBPS), digitized building permit records, and related municipal databases and assess their suitability for integration with the proposed Digital Addressing System.

b) Design and Develop a Digital System (Mobile App):

- Engage with software developers and user experience designers to conceptualize and design the mobile app.
- Develop a detailed requirements specification document for the metric addressing system, considering international best practices, standards, and local requirements.
- Integrate the mobile app with the municipal geodatabase to access and display relevant address-related information.
- Test the mobile app extensively, gathering feedback from users for iterative improvements and bug fixing.
- Establish data integration protocols to seamlessly connect the addressing system with existing digital mapping platforms.
- Design and develop a Mobile App with following features:
 - Map-Based Navigation: Users can navigate using a map interface with zoom and pan functionality and **unique household identification**.
 - User Management: The app should have different login for individual households as well as the Municipal officials (ward chairperson/focal person, IT officers and overall system administrator)
 - Search Functionality: Users can search for specific addresses or locations by name, address, or criteria.
 - Routing Functionality: Provides directions and routes to user addresses and selected locations.
 - Map Layer Switching: Users can switch between multiple base-maps and access high-resolution satellite imagery.
 - Location Sharing: Users can share their location and address with other users.
 - Disaster Alert Notifications (Emergency SOS button) and Awareness Messaging during emergency utilizing the geofencing.
 - Real-time incident reporting (user can report flood/fire/landslide with photo + GPS)

- o User Management: Separate logins for individual households and municipal officials, such as ward chairpersons, IT officers, and system administrators.
- o Cross-Platform Compatibility: The application works on both iOS and Android devices.
- o Multi-Lingual Support: Supports both Nepali and English languages for a broader user base.
- o Nearby Essential Services: Provides information on nearby hospitals, schools, banks, and government offices.
- o Custom Markers/Annotations: Users can add custom markers or annotations on the map to mark points of interest or favorite locations.
- o **Digital Citizen Charter:** Provides access to citizen rights, available services, service delivery timelines, and contact details of officials.
- o **Citizen Feedback & Surveys:** Users can submit suggestions, rate municipal services.
- o **Municipal Notices & Updates:** Push notifications for public announcements, meeting schedules, project updates, and emergency alerts.
- o **Municipality Services:** Users can get the e-services like Online Tax and Revenue Payment, Service Request Management (Request new water line, building permit system).

c) Design and Develop a Digital System (Web Application):

- Engage with software developers and user experience designers to conceptualize and design the web-based addressing system.
- Develop a detailed requirements specification document for the metric addressing system, considering international best practices, standards, and local requirements.
- Design the database architecture, data model, and user interface of the web based system ensuring scalability, accuracy, and ease of use.
- **Develop a Web GIS application with following functionalities:**
 - o Upload spatial and attribute datasets for each building.
 - o Upload, update and manage the Road Network datasets.
 - o Add buildings and **auto-generate house numbers** in case of new buildings.
 - o A digital module in the existing data portal to update the house numbering so that the Municipality themselves would be able to update the household number whenever required.
 - o View all household and institution dataset in an interactive map and the overlay functionality with drone images used for house numbering. Accurate household location over drone images shall be overlaid in a map.
 - o Overlay other WMS layers from Geo-server and map servers through WMS Capabilities in a map.
 - o Overlay other available layers like, education, health, public offices, religious places, and other layers.
 - o A functionality to measure area and length in a map.
 - o A functionality to update the vector layer styles and labels in a map as per the municipal need.
 - o A functionality to export the map as an image map format with option to dynamically change the size of map, map grid, scale, legend, title and description, etc.
 - o A functionality to filter the geographic datasets by attribute query where municipal officials should be able to write advanced attribute queries on their own and show the results in a map.

- o Geographic query module with filter by polygon, geographical area.
- o Proximity analysis functionality for nearest facilities
- o Shortest path from user location to the buildings and facilities in both web and mobile applications.
- o Allow the municipality to upload any other layers in different formats like geojson, shapefile, csv etc. Also allow to style all the layers as per need along with label style management.
- o Allow the municipality to export the layers in different formats like geojson, csv, shapefile, kml etc. Also allow municipality to download filtered datasets (attribute and geographically filtered)
- o Implement attribute addition along with attribute management functionality allowing to assign as mandatory field, dropdown field or image field.
- o Implement geometry and attribute edit functionality for building and road including all overlay layers like school, health, public facilities along with attribute.
- o Implement a 3D map of terrain along with building height based on the floor counts.
- o Optimize performance of the system for fast loading of large sized map-based datasets
- o Develop an open API for public information so that other government and service-based systems operating inside the municipality can benefit from it.
- o Disaster Dashboard: Real-time incident map, alert status, resource availability.
- o Hazard Layer Management: Upload/display flood zones, landslide susceptibility, earthquake hazard maps
- o Incident Management System: Log, assign, track disaster response tasks
- o Resource Inventory: Track ambulances, fire trucks, rescue equipment with status (available/deployed)
- Conduct rigorous testing and quality assurance to ensure the accuracy and functionality of the system.

d) Conduct Drone Based Aerial Survey, Data Processing and GIS Based Mapping

- Secure necessary permissions for Drone Survey over the entire municipality area.
- Setup Ground Control Points (GCPs) in such a way that it is properly distributed across the entire Municipality area.
- Conduct Drone based surveys and capture high resolution images.
- Process and analyze the collected aerial imagery to create high-resolution Orthophoto Maps, Digital Elevation Model, Contour maps and other topographical outputs.
- Conduct ground truthing and field surveys to validate the accuracy of the final outputs.
- Digitize the high-resolution base maps and create an accurate inventory of roads, buildings, landmarks and other facilities, infrastructures etc.

e) Conduct Household Survey using Mobile based data collection tools

- Finalize a list of questions for the household level data collection purpose in close consultation with the Municipal officials.
- Identify and train local youths from each ward on mobile based data collection in order to collect household level datasets.
- Mobilize the resources to collect accurate datasets for all individual households and validate the total coverage of work in consultation with the ward officials and Municipality.
- During household data collection, verify and update building information already available in the Electronic Building Permit System (e-BPS) and avoid duplication of existing building records.
- Link each surveyed household with the corresponding building permit record wherever available through a unique Building ID or Permit ID.

- Identify and record buildings not currently available in the eBPS database for further verification and inclusion.
- Engage a relevant expert to ensure the spatial as well as attribute accuracy of each point data collected.
- The Study Area includes all the 10 wards of Nagarjun Municipality and buffer zone surrounded by Kathmandu Metropolitan City, Chandragiri Municipality, Tarakeshwor Municipality and Shivapuri National Park.
- After completing the household survey, a temporary house number **sticker** shall be placed on each surveyed building to ensure easy identification and cross-verification during data validation and permanent house number installation.

f) Preparation of Inventory of existing Road datasets

- Collect existing road datasets from relevant departments within the Municipality and other government organizations outside.
- Digitize all road network datasets from the Drone based Orthophoto maps, organize in person workshops at each ward and create detailed and accurate Inventory of all roads along with the name of the roads. The list of roads needs to be approved by each respective ward.
- Consolidate the collected datasets into a single comprehensive inventory, ensuring data accuracy and consistency.
- Conduct a thorough quality check and validation of the road datasets to identify any discrepancies or missing information.
- Prepare a detailed road inventory, including road names, classifications, lengths, and other relevant attributes.

g) Preparation of Integrated Municipal Geodatabase and Base-map

- Design the architecture and data model for the integrated municipal geodatabase.
- Integrate the collected data from the drone-based aerial survey, household survey, and existing road datasets into the geodatabase.
- Establish data linkages and relationships to ensure seamless data integration and retrieval between different modules of the addressing system.
- Implement data validation and quality assurance procedures to maintain the accuracy and reliability of the geodatabase
- Prepare a Base-map of the municipality.
- Develop a unified Building Information Repository linking:
- Integrate the existing Electronic Building Permit System (eBPS), approved building footprints, permit records, and related municipal databases into the Municipal Geodatabase.
- Establish data synchronization mechanisms between the eBPS and the Addressing System to ensure future updates are reflected in both systems.
- Develop API-based integration allowing information exchange between the eBPS, Municipal GIS, Addressing System, Taxation System, and other municipal applications.
- Create a unique Municipal Building Identifier for each structure to support long-term integration and future municipal services.

h) Map Literacy, Sensitization and Participatory Mapping for data validation

- Conduct map literacy workshops and training sessions for municipal staff, local youths, and community members to build their understanding of maps and the addressing system.
- Organize participatory mapping exercises involving the community to validate and update the geospatial data, focusing on landmarks, facilities, and other spatial information.

- Sensitize residents about the benefits and usage of the new addressing system to ensure active participation and cooperation.

i) Coordinate and support in permanent number plates installation at each individual household/street

- Develop a systematic plan and guidelines for installing unique number plates at visible and accessible locations on each building/street
- Coordinate with households to schedule the installation, ensuring proper alignment with the addressing system.
- Assign unique house numbers to each household and update the geodatabase with the assigned numbers.
- Monitor the installation progress and address any issues or discrepancies as needed together with support from the Municipality.

j) Final Report, System handover and Update Plan

- Prepare a comprehensive final report summarizing the entire project, including methodologies, findings, and recommendations.
- Present the final report to the Municipality, highlighting the achievements and benefits of the new addressing system.
- Conduct training sessions for municipal staff on the maintenance, update procedures, and proper usage of the digital addressing system.
- Hand over all project deliverables, including the mobile app, web application, geodatabase, and related documentation, to the Municipality for long-term use and management.
- In order to deal with potential threats and breaches, the system should be VAPT certified.
- Develop an update and scaling plan outlining the process for future data collection, system enhancements, and periodic maintenance of the addressing system to ensure its sustainability and effectiveness.
- The consultant shall provide complete documentation, APIs, database schema, and integration mechanisms required for long-term synchronization between the Addressing System and the existing Electronic Building Permit System (e-BPS).

k) Compliance with Government ICT Policies, Standards and Cybersecurity Requirements

- The Consultant shall ensure that the proposed solution, including the Web GIS Platform, Mobile Application, Municipal Geodatabase, APIs, databases, hosting environment, software architecture, and all associated deliverables, fully comply with all applicable laws, regulations, standards, directives, guidelines, and policies of the Government of Nepal relating to Information and Communication Technology (ICT), cybersecurity, interoperability, data governance, and information system security.
- The Consultant shall comply with all prevailing and future directives issued by the Ministry of Communications and Information Technology (MoCIT), the Department of Information Technology (DoIT), the Office of the Prime Minister and Council of Ministers (OPMCM), and any other competent Government authority applicable to the project during the contract period.
- Where required under prevailing Government policy, the Consultant shall coordinate with the Department of Information Technology (DoIT) and facilitate all necessary technical reviews, approvals, security assessments, and Information System Security Audits (ISSA)/Vulnerability Assessment and Penetration Testing (VAPT) before final system acceptance. b

- Any modification, enhancement, documentation, or technical measures required to achieve compliance with such Government requirements shall be carried out by the Consultant at no additional cost to the Employer.

5. Methodology:

The suggested approach for this assignment is the ‘agile development’ model, which aims at evolving, improving, delivering, and supporting services based on Municipality’s needs, feedback, and experience. This is to ensure that the software functionality is customized to meet the demands of the Municipality. The following minimum approach is thus suggested:

- Conduct a comprehensive analysis to understand the needs, challenges faced and functional and non-functional requirements of the Municipality.
- Discussions with Nagarjun Municipality's relevant departments, experts and other relevant GoN/Institutions.
- Review the relevant documents of *Nagarjun* Municipality for the establishment of the Metric Addressing System.
- Coordinate with the Municipality authority and if necessary, with other government agencies to conduct a Municipality level Drone survey for acquisition of high-resolution datasets.
- Create a system design document for the Metric Addressing System (both mobile and web application) in line with the requirements.
- Develop a Beta Version of the Metric Addressing System based on the approved system design document for testing. Conduct system testing and user acceptance testing and follow up on fixing incidents.
- Prepare training plan/course according to training requirement for municipality staff, including developing a standard user manual for products and solution modules in English as well as in Nepali language. In addition to this, consultants are liable to develop the procedural step in Nepali language.
- Provide training of trainers for Municipality’s team, proposed 4–5-day training for end users and another 7- day training on system administration
- Validate deliverables and produce an online technical support system for debugging and ensuring smooth system administration for a period of one year after the system is delivered to Municipality.
- Coordinate, cooperate and support to install the household number plates for each house and streets in close coordination with plate installer and homeowners/community.
- Discuss/present the demo of the Metric Addressing System.

6. Technical Details of House Number and Street signage plate

The specification of house number and street signage plate will be determined after finalizing actual no. of houses and road inventory.

7. Output/ Deliverables

After carrying out the scope of activities, the consultant should hand over the following output and deliverables to Nagarjun Municipality.

SN	DELIVERABLES	TIME
Main consulting work: (9 months)		
1	Inception Report Revised timeline, Findings from the need assessment study and detailed requirement listing	20 days from work order
2	A standard SRS including relevant system-related documentation along with Graphical Mockups for both Mobile and Web Application	1 months
3	Mobile Application	2 months
4	Household Survey	3 months
5	Orthophoto map from drone Based High Resolution Aerial Survey	2 months
6	Integrated Municipal Geodatabase	2 months
7	Data Validation Workshops at all wards	1 months
8	Web GIS Based Municipal Addressing System with automatic house number generation with drone orthophoto as a base layer.	1 months
9	Training to Municipal Officials on how to use the system after the project period and keep it updated	Last month
10	Sustainability Plan including details regarding linking the system with the existing business process of the Municipality	After nameplate installation
11	Final Report and system user manual with source code and VAPT and system will be hosted in the server environment provided by Nagarjun Municipality	After nameplate installation
Coordination work: (3 month)		

12	Number Plate Installation	Up to 12 th month
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Note: The consultancy work will be for 9 months and the coordination work for 3 months for number plate installation. The coordination budget for consultancy service is under this service.

8. Submission of reports and presentation of the works

Following report shall submit in time as mentioned below:

No of installments	Time period	Payment in %	Report submitted by the consultant
First	At the end of 1st month of date of agreement	20%	Inception Report of overview of the project, outlining its objectives, scope, timeline, and resources required, 3 set hard copies and 1 set soft copy with advance payment guarantee.
Second	At the end of fourth month of date of agreement	40%	Field Report/ Draft Report of Drone based aerial survey, data processing and GIS based mapping and Beta mobile application and web application, 3 set hard copies and 1 set soft copy
Third	At the end of 7th month of date of agreement	30%	Draft-final of complete data collection on household survey and road dataset, 3 set hard copies and 1 set soft copy
Fourth/ Final	Approval of the client and submission of final report with VAPT and final approval from Municipal Executive.	10%	Report on Installation of House plate number and User Manual, Source code, VAPT certification, Colored Final report 3 set hard copies and 1 set soft copy

Note: Final payment after completion of house plate installation of previously surveyed household only.

- Ward level interaction workshop for data validation and sensitization about house numbering at least 2 times per wards, all expenses paid by the selected consultant.
- Municipality level project Kickoff and Dissemination program or workshop: at least three times, all expenses paid by the selected consultant.
- The selected consultant must cooperate and coordinate during installation of the number plate.

9. Technology Transfer:

- The technology transfer period shall be 12 months from the date of work completion.
- The consultant must hire 2 people with at least +2 level pass in related fields and their salary must be at least Assistant IV Level determined by the Government of Nepal.

The consultant should employ them from the date of work order/agreement and make them learn the technology for at least 12 months. Agreement and pay slips must be submitted quarterly to the Municipality. This budget is also included in this consultancy services and must be paid by the selected consultant. The support staff gain skill and knowledge by staying in the consultant office with consultant obligation for the first year and for second year, stay in client's office with clients' obligation. After two years, the client may extend the contract of the staff as per need.

- c. The consultant must impart knowledge to the concerned officials continuously.

9. Committee for support:

a. Municipal Level Facilitation Committee

- Mayor (Coordinator)
- Deputy Mayor (Member)
- Chief Administrative Officer (Member)
- Expert on related field if available
- Accounts Officer (Member)
- Planning Officer (Member)
- All wards' chairmen (Members)
- Engineer (Technical Section head) and Technical Team
- Information Technology Officer (Secretary)

Roles and Responsibility of Municipal Level Facilitation Committee:

- Address issues that can't be solved by Ward Level Facilitation Committee
- Conduction of Meeting on requirement basis
- Street naming facilitation
- Coordination on Drone permission recommendation on concerned authority
- Survey coordination
- Dispute settlement
- Miscellaneous

b. Ward Level Facilitation Committee of all 10 wards:

- Ward Chairman (Coordinator)
- Ward Members (Member)
- Amin of Municipality (Member)
- Expert residing in the respective ward with relevant sound knowledge (at most 2 with at least a female if available)
- Ward Engineer
- Ward Secretary (Secretary)

Roles and Responsibility of Ward Level Facilitation Committee:

- Forward the issues to Municipal Level Facilitation Committee
- Conduction of Meeting on requirement basis
- Street and tole naming facilitation
- Survey coordination
- Dispute settlement
- Miscellaneous

10. Key Personnel and Staff Input

The consultant, for this assignment, should propose the following experts:

Key Experts | Staffs

- Team Leader (1)
- Urban Planning Expert (1)
- GIS Expert (1)
- Cyber Security Specialists (1)
- Sr. Software Developer (1)

Non-Key Experts | Staffs

- Web GIS System Lead (1)
- Software Developer/Web Programmer (6)
- System Architect (1)
- UX/UI Designer (1)
- QA Engineer (1)
- Field supervisor (4)
- Enumerator (30)
- Documentation Expert/Content Writer (1)
- Support Staff (1)
- Municipality support staff- 4th level staff (2)

Key Experts		
Team Leader	Responsibility	• Responsible for planning and implementation of the project with desired scope and quality as per the TOR. • Responsible for mobilizing the team members and supervising team members' work. • Responsible for managing all aspects of a project, from planning to execution, monitoring and controlling, communication, quality management, and risk management, to ensure the successful completion of the project. • Result /output dissemination work.
	Qualifications	Education: Master Degree in Informatics /Digital Development /Geoinformatics/ Urban Planning / or related field
	Experience	General Experience: At least 7 years of experience after Master's Degree Specific Experience: • Should have led and completed on Drones and Web GIS Based House Numbering projects • Should have led and completed the design and development of Rural/Municipal level profile preparation <i>*Work experience letter (stating project details from relevant office/organization*</i>
Urban Planning Expert	Responsibility	Urban planners develop comprehensive plans for urban areas, civil engineers design and oversee construction of infrastructure projects
	Qualifications	Education: Master Degree in Urban Planning /Urban Design or related field
	Experience	General Experience: At least 5 years of experience after master's degree Specific Experience: • Experience on completed Drones and Web GIS Based House Numbering projects • Should have completed Integrated urban planning and development related projects <i>*Work experience letter (stating project details from relevant office/organization*</i>
GIS Expert	Responsibility	• GIS specialists design digital maps using geospatial data and analyze spatial and non-spatial information. • Responsible for overseeing and coordinating the process of gathering, organizing, and validating data to ensure its accuracy and relevance for analysis and decision-making purposes.
	Qualifications	Education: Bachelor Degree in Geomatics/Geoinformatics or related field

	Experience	General Experience: At least 5 years of experience after Bachelor's Degree Specific Experience: • Experience on completed Web GIS Based House Numbering projects • Experience in design and development of GIS Based data collection, mapping and visualization projects. <i>*Work experience letter (stating project details from relevant office/organization*</i>
Cyber Security Specialist	Responsibility	• Responsible for protecting computer systems, networks, and data from security breaches and implementing measures to prevent and mitigate cyber threats. • VAPT and other security audit to make system secure
	Qualifications	Education: Bachelor degree in Networking and Security / Cyber Security or related field
	Experience	General Experience: At least 5 years of experience after bachelor's degree Specific Experience: Experience in protecting digital systems, networks, and data from unauthorized access, breaches, and cyber threats. <i>*Work experience letter (stating project details from relevant office/organization*</i>
Sr. Software Developer	Responsibility	A senior software developer is responsible for designing, developing, and maintaining high-quality software and web applications, while providing technical guidance and leading development teams.
	Qualifications	Education: Bachelor in ICT or Computer Engineering or related field
	Experience	General Experience: At least 5 years of experience after Bachelor's Degree. Specific Experience: Experience in Design and development of digital software consisting of both web and mobile application. <i>*Work experience letter (stating project details from relevant office/organization*</i>
<u>Non-Key Expert</u>		
Web GIS System Lead	Responsibility	• Responsible for development and maintenance of web-based Geographic Information System (GIS) applications focused on managing and optimizing addressing data for efficient navigation and location-based services. • Responsible for overseeing and coordinating the process of gathering, organizing, and validating data to ensure its accuracy and relevance for analysis and decision-making purposes.
	Qualifications	Bachelor Degree in Geomatics/ Geoinformatics
	Experience	• At least 5 years of experience in IT industry

		● Experience in design and development of GIS Based data collection, mapping and visualization projects in at least 3nos
Software Developer/Web Programmer	Responsibility	A software developer/web programmer is responsible for web & mobile applications and software solutions by writing code, debugging, testing, and collaborating with team members to deliver high-quality products.
	Qualifications	Bachelor in ICT or Computer Engineering or equivalent
	Experience	3 years of experience in software development.
System Architect	Responsibility	Overall involvement in the development of the system, leads and manages a team of engineers, ensuring efficient project execution, fostering collaboration, and driving technical excellence.
	Qualifications	Bachelor in ICT or Computer Engineering or equivalent
	Experience	5 years of experience as a software engineer, working with diverse technology stacks and roles, including full-stack web development, mobile app development, database management, cloud computing, DevOps, and technical leadership.
UX/UI Designer	Responsibility	● Design front-end of the system as per requirement, Develop a robust form builder in support of web developer, ● Structure pages based on the web services developed
	Qualifications	Bachelors in ICT or Computer Engineering or equivalent
	Experience	3 years sound experience in UX/UI design of web application,
QA Engineer	Responsibility	To ensure that products or services meet established standards and requirements through systematic testing, analysis, and process improvement.
	Qualifications	Bachelor's degree in IT or relevant field
	Experience	3 years of working experience in the field of quality testing/assurance
Field supervisor	Responsibility	● Survey related works ● Collecting accurate and complete data through surveys and interviews and supervised and monitored works of enumerators as well as the data collected from enumerators for research or statistical analysis.
	Qualifications	Minimum PCL Degree in Survey

	Experience	1 years of experience of household survey, supervision, data entry, validation and monitoring of field survey
Enumerators	Responsibility and qualification	Responsibility: Data collection through survey; Qualification: +2 or PCL level in any subject
Documentation Expert/Content Writer	Responsibility	- Develop and maintain the documents for a consultant, change and update records to new and changing requirements - Prepared detailed manual, FAQs for admin and basic users
	Qualifications	Bachelor degree in any stream with good knowledge in IT (shall be certified in basic computer course)
	Experience	3 years in user-centric documentation creation
Support Staff	Responsibility	- Coordination and facilitation in management - Support in overall work
	Qualifications	+2 degree in any stream with good knowledge in IT and hospitality
	Experience	1 year in hospitality management
Municipality support staff (4th level staff)	Responsibility	- Support in updating and maintaining municipal data. - Oversee and monitor customer inquiries to ensure smooth service delivery - Provide technical and administrative support to the municipality for a period of one year to ensure smooth operation and implementation of the system.
	Qualifications	Bachelor degree in any stream with good knowledge in IT (shall be certified in basic computer course)
	Experience	1 year of working experience in the IT/ Management field

11. Capacity Building and Training

- The Consulting firm shall bear all the expenses cost which may include Logistics, training resource person and manuals and hands out. Nagarjun Municipality will not bear any type of cost related to training and knowledge transfer however NM will facilitate to arrange the participant and trainee.
- The Consulting firm shall develop training materials illustrated with screen shots of all user interfaces of the application.
- The Consulting firm shall conduct needs-based training sessions for the staff of Nagarjun Municipality and other concern stakeholders to fully acquaint them with the operation and maintenance of the system along with application features and functionality.
- The Consulting firm is required to develop standard operating policies to ensure smooth handover following completion of the project. The operating policies should include guidance to Nagarjun Municipality on standards of performance for and maintenance of all aspects of the system, backups, changes to the system, and access controls including roles.
- The Consulting firm shall prepare written operations, and system's management procedures.

Full system documentation shall be provided in electronic version.

- The training of users must be conducted in batches to ensure the Nagarjun Municipality stakeholders and users feels comfortable in using the new system.
- The training materials must also facilitate training for trainers, and must be developed with a view that relevant authorities' staff in conducting future trainings can use them.
- For system administrators, it is expected that within one (1) month from post-implementation, knowledge transfer will be completed and at least four (4) officials from Nagarjun Municipality will be fully trained so that competent authorities are able to maintain and operate the system independently without Consulting Firm support.
- The Consulting firm will work to put in place a support-desk mechanism that the Nagarjun Municipality can use to foster long-term sustainability of the project. This includes:
 - Structure and organization of a support infrastructure
 - Development of knowledge base and frequently asked-questions resources that are online and searchable.

12. Questionnaire for House Hold Survey: (Sample)

The questionnaire for House Hold survey will be finalized in the first municipal level interaction workshop. The sample questionnaire is as follows:

फारम नं:		
१.	गणकको नाम	
२.	गणकको ID नं	
३.	Date	Automatic
४.	Time	Automatic
५.	GPS Location	
६.	कृपया वडा नम्बर रोज्नुहोस्	• वार्ड १ • वार्ड २ • वार्ड १०
७.	टोल / बस्तीको नाम	

क.	सामान्य जानकारी (General Information)	
१.	हालको घर नं. (Optional)	
२.	नक्सापास आईडी नं.	
३.	उत्तरदाताको नाम	
४.	घरधनीसँग उत्तरदाताको सम्बन्ध	आफै छोरा छोरी नाती/ नातिनी बाजे बजे बुवा आमा

		काका काकी ठुलो बुवा ठुलो मुमा श्रीमान श्रीमती अन्य (कृपया उल्लेख गर्नुहोस्)
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ख.	घरधनीको पारिवारिक जानकारी (House Owner's Family Information)	
१.	घरधनीको नाम	
२.	घरधनीको उमेर	
३.	घरधनीको लिङ्ग	महिला पुरुष लैंगिक तथा योनिक अल्पशंख्यक खुलाउन चाहन्न
४.	घरधनीको मोबाईल नं.	
५.	घरधनीको पेशा	दैनिक ज्याला घरेलु कामदार / हेरचाह कार्य कृषि पशुपालन सरकारी नोकरी निजि नोकरी शिक्षक व्यवसाय / स्वरोजगार वैदेशिक रोजगार / रेमिट्यान्स पेन्सन दक्ष श्रम (सिकर्मी, डकर्मी, प्रहरी, सेना, वकिल, वेल्डर, प्लम्बर) विद्यार्थी

		अन्य (कृपया उल्लेख गर्नुहोस्)
६.	परिवार सदस्य संख्या	
७.	पुरुष संख्या	
८.	महिला संख्या	
९.	५ वर्ष मुनिका बालबालिकाको संख्या	
१०.	६० वर्ष माथिका वृद्धाहरूको संख्या	
११.	मेडिकल डाक्टर संख्या	
१२.	इन्जिनियर संख्या	
१३.	वकिल संख्या	
१४.	अन्य पेशामा आवद्ध संख्या	
१५.	अशक्त/अपांग/दिर्घ-रोगी सदस्यहरूको संख्या	
१६.	स्थायी बसोबासी हो ?	
१७.	यदि स्थायी बसोबास होईन भने, कुन जिल्ला?	

ग.	घर सम्बन्धी जानकारी (Building Information)	
१.	घरको प्रकार	• स्थायी • अस्थायी
२.	घरको नक्सा पास भएको छ?	• छ • छैन
३.	घर नक्सा पास भएको भए ?	गाविसमा पास भएको नगरपालिकामा पास भएको
४.	घरको नक्सा सम्पन्न लिएको	छ छैन प्रक्रियामा छ थाहा छैन

५.	घरको अभिलेखीकरण	छ छैन प्रक्रियामा छ थाहा छैन
६.	घरको मुख्य प्रयोजन	•आवासीय (बसोबास) मात्र •आवासीय/व्यावसायिक दुवै (सटर भएको) • व्यावसायिक मात्र • प्रयोग नगरिएको • अन्य (कृपया उल्लेख गर्नुहोस्)
७.	घरको व्यावसायिक प्रयोजन भए	•व्यापारिक •निर्माण •होटेल, पर्यटन तथा मनोरन्जन •कृषि, पशु तथा खाद्यान्न •मर्मत सम्हार(Motorcycle Workshop, washing) •उत्पादनमुलक व्यवसाय तथा उद्योग •वित्तिय संस्था (Bank,finance,cooperative) •स्वास्थ्य सेवा •संचार सेवा •शिक्षा सेवा •अन्य सेवा
८.	घर संरचनाको प्रकार	• आर.सी.सी. भवन •स्टिल स्ट्रक्चर •लोड बियरिंग/वाल सिष्टम •माटोले बनेको •काठले बनेको •टहरा •अन्य (कृपया उल्लेख गर्नुहोस्)
९.	घरको तल्ला संख्या	
१०.	कृपया घर अगाडिको कुनै संकेत/स्टिकर/चिन्ह देखिने फोटो खिच्नुहोस्	

११.	कृपया प्रवेशद्वार देखाउने अगाडिको फोटो खिच्नुहोस्	
१२.	कृपया नक्सामा भवनको प्रवेशद्वार पिन-पॉइन्ट गर्नुहोस्	

Note: The questionnaire for House Hold survey will be finalized in the first municipal level interaction workshop