



Government of Nepal  
Ministry of Federal Affairs and General Administration  
**Office of Rural Municipal Executive**  
**Kalika Rural Municipality**  
Kalika, Rasuwa

Request For Proposal (RFP)  
for conducting  
Consultancy Service for Detail, Survey, Design, Estimate ,DPR and Master Plan  
Preparation  
Of  
Sahid Park

**RFP No: Consult-RFP-Sahid Park/01/2075/076**

*Chandana*



## 1. LETTER OF INVITATION

2075/12/14  
Kalika, Rasuwa

Dear all eligible Consultants:

1. The Office of Rural Municipal Executive, Kalika Rural Municipality now invites proposals to provide the following Consulting Services:

Detail Survey, Design, Estimate, DPR and Master Plan Preparation of Sahid Park  
. More details on the services are provided in the attached Terms of Reference.

2. The Request for Proposal (RFP) has been addressed to the all eligible consultants:

3. A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.

4. The RFP includes the following documents:

- 1 - Letter of Invitation
- 2 - Information to Consultants
- 3 - Technical Proposal - Standard Forms
- 4 - Financial Proposal - Standard Forms
- 5 - Terms of Reference (ToR)
- 6 - Standard Forms of Contract

5. Please inform us, upon receipt:

- (a) That you received the letter of invitation; and
- (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

.....

Sarmila Neupane

Chief Administrative Officer

*Sarmila Neupane*



## INFORMATION TO CONSULTANT

### 1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

### 2. Clarification and Amendment of RFP Document

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable or electronic mail to the Client's address indicated in the Data Sheet.
- 2.2 The proponent will respond by cable, paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

*Signature*



### 3. Preparation of Proposal

#### Technical Proposal (TP)

- 3.1 Consultants are requested to submit a proposal Sub- Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
  - ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
  - iii. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
  - iv. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - v. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms:
- i. A brief description of the consultant's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the client, location and duration of the assignment, contract amount, and consultant's involvement.
  - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.
  - iii. A description of the methodology and work plan for performing the assignment.
  - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
  - v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include

*Signature*



- number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
- vi. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

#### Financial Proposal (FP)

3.6 In preparing the Financial Proposal (FP), the consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It lists all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies if applicable), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

#### 4. Submission, Receipt and Opening of Proposal

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal**,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**”

*Signature*



4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

## 5. Proposal Evaluation

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

### Evaluation of Technical Proposal

5.3 The Evaluation Committee (EC), appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 & the Data Sheet.

### Public Opening and Evaluation of Financial Proposal

5.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

5.6 The Evaluation Committee (EC) will determine whether the Financial Proposals are complete.

*Signature*



## 6. Negotiation

- 6.1 Consultant whose proposal received the highest score will be called by the client for negotiation. Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

## 7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.3, 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 -listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or

*Signature*



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 Sub Clause 7.1.

- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the agreement within 7 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application.
- 7.6 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 Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## 8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

## 9. Conduct of Consultant

- 9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement 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

*Chaitanya*





proposal price with an intention to deprive the Client the benefit of open competitive proposal price.

- g. 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

## 10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer 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 bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the bidder/contractor 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 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) other acts mentioned in the Data Sheet or SCC

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

*Signature*



## DATA SHEET

1.1	The name of the Client is: <b>Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa</b> The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b>
1.2	The name, objectives, and description of the assignment are:  <b>Name:</b> Detail Survey, Design, Estimate , DPR and Master Plan Preparation of Sahid Park <b>Objective:</b> To prepare Detail Survey, Design, Estimate , DPR and Master Plan Preparation of Sahid Park as per ToR attached herewith.
1.3	A pre-proposal conference will be held: <b>No</b>  The name(s), address(es), and telephone numbers of the Client's official(s) are:  Name: Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa  Address: Kalika, Rasuwa  Telephone No. : 010-542096
1.4	The Client will provide the following inputs: NA
1.5	Clarifications may be requested <b>3 days</b> before the submission date The address for requesting clarifications is: Client's Name : Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa Address : Kalika, Rasuwa Phone/Fax: 010-542096 E-mail:satakshiwgmail.com
1.6	Proposals should be submitted in the following language(s): <b>English</b>
1.7	(i) consultants/entity may associate with other I consultants: yes ( up to 3 nos)  (ii) The estimated number of professional Staff-months required for the assignment is: as per ToR attached herewith.

*Satakshi W*



	<p>(iii) The minimum required experience of proposed professional key staff is: As per ToR</p> <p>(iv) Reports that are part of the assignment must be written in the following language(s): English</p>
1.8	Proposals must remain valid <b>60</b> days after the deadline of proposal submission date.
1.9	Consultants must submit only original copies of each proposal
2.0	<p>The proposal submission address: Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa</p> <p>Information on the outer envelope should also include : RFP number and name of work</p>
2.1	Proposals must be submitted no later than <b>2075/</b> / on or before (12:00 hrs) noon.
2.2	<p>The address to send information to the Client is: Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa</p>
2.3	<p>The number of points to be given under each of the evaluation criteria are:</p> <p style="text-align: right;"><u>25 Points</u></p> <p>The evaluation criteria, sub-criteria, and point system for the evaluation are:</p> <p>(i) Specific experience of the consultants (as a firm) related to the assignment <span style="float: right;"><u>20 marks</u></span></p> <p style="padding-left: 40px;">&gt; 2 MTMP/DTMP/IUDP Projects 2*5=10 marks</p> <p style="padding-left: 40px;">&gt; 2 Water Supply/Sanitary waste Management/ Garden Master Plan /Park Master Plan/Land Escape Master Plan Projects Master Plan Projects 2*2=4 marks</p> <p style="padding-left: 40px;">&gt; 2 Municipal Profile Projects 2*2=4 marks</p> <p style="padding-left: 40px;">&gt; 2 IEE /EIA Projects of any Development Work 2*1=2 marks</p>

*Chlorine*



(ii) Ownership of Equipments , Tools, Software's

1. Ownership of Total Station (TS) : 2 Marks

≥4 nos@ 0.5 mark =2 marks

≥3 nos@ 0.5 mark =1.5 marks

≥2 nos@ 0.5 mark =1 marks

≥1 nos@ 0.5 mark =0.5 marks

2. Ownership of GPS : 1 Mark

4 nos@ 0.25 mark =1 marks ≥3

nos@ 0.25 mark =0.75 marks

≥2 nos@ 0.25 mark =0.50 marks

≥1 nos@ 0.25 mark =0.25 marks

3. Ownership of Plotter : 2 mark A0

size ≥1 nos @ 1 mark =1 marks A3

size ≥1 nos @ 1 mark =1 marks

(iii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference [25]

S.N	Particulars	Maximum points
1	Understanding to the ToR	5
2	Description of activities and output of each task	8
3	Relevant Task Schedule	5
4	Schedule of Technical Resources (Manpower & equipment)	5
5	Innovativeness	2

(iv) Qualifications and competence of the key staff for the Assignment [45]

Personnel	Total points	Points for Permanent employment since last year	Points for additional qualification	Maximum points for job wise Experience
Team Leader	15			15
Civil Engineer	10		2	8
Geo-tech. Engineer	10		0	10
Environmentalist	5		1	4
Architect	5		1	4

(v) Suitability of the transfer of knowledge program (training) [Max. 5]

S. N.	Particulars	Points	

*Signature*



	1	General commitment to Technology Transfer	Max 2.0	
	2	Methodology of Technology Transfer	Max 3.0	
<b>Total Points: 100</b>				
The minimum Technical Score required to pass: <b>80 Points</b>				
2.4	<p>The formula for determining the financial scores is the following:          [Either <math>S_f = 100 \times F_m/F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration, or another proportional linear formula]</p> <p>The weights given to the technical and Financial Proposals are:  <math>T</math> (Technical Proposal) = 90% and  <math>P</math> (Financial Proposal) = 10%</p>			
2.5	<p>The address for negotiations is:          Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa</p>			
2.6	<p>The assignment is expected to commence on 2076/01/15 at Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa</p>			
2.7	<p>The Allocated Budget for this task is :          NRs 2,76,952.90</p>			

*Chlorine*



### 3. TECHNICAL PROPOSAL FORM

- 3A. Technical Proposal submission form
- 3B. Consultant's references
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client
- 3D. Description of the methodology and work plan for performing the assignment
- 3E. Team composition and task assignments
- 3F. Format of curriculum vitae (CV) for proposed professional staff
- 3G. Time schedule for professional personnel
- 3H. Activity (work) schedule

*Chandra Kumar*



### 3A. TECHNICAL PROPOSAL SUBMISSION FORM

Date : 2075/ /....

To,  
Chief Administrative Officer,  
Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa  
Dear Sir

We, the undersigned, offer to provide the consulting services for preparation of Detail Survey, Design, Estimate , DPR and Master Plan Preparation of Sahid Park in accordance with your Request for Proposal dated 2075/12/ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

Office's Seal:


**3B. CONSULTANT'S REFERENCES**

**Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications**

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 NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, 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: \_\_\_\_\_

*Chandana Kumari*  




**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

---


On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

*Chandra Kumar*



काठमाडौं, काठमाडौं जिल्ला  
सुदूर पश्चिमी विकास क्षेत्र  
वि.सं. २०७२

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT, TRANSFER OF KNOWLEDGE AND TECHNOLOGY**

*Chandra Kumar*



### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff:		
Name	Position	Task

2. Support Staff:		
Name	Position	Task

*Signature*



**3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

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

**Education:**

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

**Employment Record:**

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

**Languages:**

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

**Certification:**

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

Date: \_\_\_\_\_

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

Full name of staff member: \_\_\_\_\_ Full name of

authorized representative: \_\_\_\_\_

*Chandra Kumar*



**3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Due/Activities	Weeks (in the Form of a Bar Chart)												Number of Months			
			1	2	3	4	5	6	7	8	9	10	11	12				
																	Subtotal (1)	
																		Subtotal (2)
																		Subtotal (3)
																		Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Part-time: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

*Signature*  


### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Training and Field Study Items

	[1st, 2nd, etc. are Weeks from the start of assignment.]											
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Activity (Work)												
_____												
_____												
_____												

#### B. Completion and Submission of Reports

Reports	Date
Inception Report	
Field Report	
Draft Report	
Final Report	


#### 4. FINANCIAL PROPOSAL FORM

4A. Financial Proposal submission form

4B. Summary of costs

4C. Cost included in BoQ

*Chandra Kumar*



**4A. FINANCIAL PROPOSAL SUBMISSION FORM**

Date: 2075/ /....

To  
Chief Administrative Officer  
Office of Rural Municipal Executive, Kalika Rural Municipality, Rasuwa  
Dear Sir,

We, the undersigned, offer to provide the consulting services for Detail Survey, Design, Estimate , DPR and Master Plan Preparation of Sahid Park in accordance with your Request for Proposal dated 2075/12/ and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount(s) in words and figures ]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

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.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Office's Seal:

---

*Chandana Kumari*  




#### 4B. SUMMARY OF COSTS

Particulars/ Items	Amount(s) in NRs.
Cost of the Field Survey (A)	
Cost of the Office Work (B)	
Miscellaneous Cost (C)	
Total (A+B+C) without VAT	
Value Added Tax @ 13%	
Total Amount of Financial Proposal (Including VAT)	

*Chandra Kumar*



**4C. COST INCLUDED IN BOQ**

**A. Cost of the Team Members Field & Office Work**

S.N.	Team Members	Unit	Required Quantity			Rate/Month (NRs.)	Total(NRs.)
			Office	Field	Total		
		m-m					
		m-m					
		m-m					
<b>Sub Total (A)</b>							

**B. Cost of the Support Staff at Field & Office Work**

S.N.	Team Members	Unit	Required Quantity			Rate/Month (NRs.)	Total(NRs.)
			Office	Field	Total		
<b>Sub Total (B)</b>							

**C. Miscellaneous Cost**

SN	Items	Unit	Required quantity	Rate (NRs.)	Total Cost
<b>Sub Total (C)</b>					