

YASODHARA RURAL MUNICIPALITY

OFFICE OF MUNICIPAL EXECUTIVE

KAPILBASTU

LUMBINI PROVINCE

Yasodhara Rural Municipality

Baidauli, Kapilvastu

Lumbini Province, Nepal

Date : 2081.07.11

Ref No:

Yasodhara Rural Municipality, Office of Municipal Executive, Baidauli, Kapilvastu has invited for Preparation of GIS Based Map Digital Metric System House Numbering (Using Drone) of Yasodhara Rural Municipality and intends to apply a portion of this budget to eligible payments under this Contract for which this Request for Proposals is issued.

1. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): Preparation of GIS Based Map Digital Metric System House Numbering (Using Drone) of Yasodhara Rural Municipality. More details on the Services are provided in the Terms of Reference (Section 7).

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

a) Moonlight Civil Solution Pvt. Ltd., Kathmandu.

b) Abhyanta Consulting Pvt. Ltd., Kathmandu.

c) Cube Info Company Pvt. Ltd., Kathmandu.

d) Bhugol Engineering Consultant Pvt. Ltd., Kathmandu.

e) Flyinfo Engineering Pvt. Ltd., Kathmandu.

3. 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.

4. A firm will be selected under Listed in officer and procedures described in this RFP.

5. 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

6. Please inform us by 2081.08.15, in writing at Yasodhara Rural Municipality office of municipal executive, Baidauli, Kapilvastu, by E-mail: info@yasodharamun.gov.np, that you received the letter of invitation; and

(a)

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).

7. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,

Rishabh Dev Khanaal

Chief Administrative Officer

Chief Administrative Officer

YASODHARA RURAL MUNICIPALITY

OFFICE OF MUNICIPAL EXECUTIVE

KAPIL BASTIA
PROVINCIAL EXECUTIVE
Office of the Rural Municipality Executive
Baidauli, Kapilvastu
Rural Municipality, Nepal

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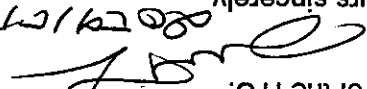
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Yours sincerely,

Rishabh Dev Khanal

Chief Administrative Officer

Chief Administrative Officer

REQUEST FOR PROPOSALS

Selection of Consulting Services

For

**Preparation of GIS Based Digital Metric System House Numbering Map
of Yasodhara Rural Municipality**

**Project: Preparation of GIS Based Digital Metric System House
Numbering Map of Yasodhara Rural Municipality**

Office Name: Yasodhara Rural Municipality

Office Address: Baidauli, Kapilvastu, Lumbini Province, Nepal

**Financing Agency: Yasodhara Rural Municipality
Office of Municipal Executive
Baidauli, Kapilvastu**



Chief Administrative Officer

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Section 7–Terms of Reference

Section 8 – Conditions of Contract and Contract Forms

Chief Administrative Officer

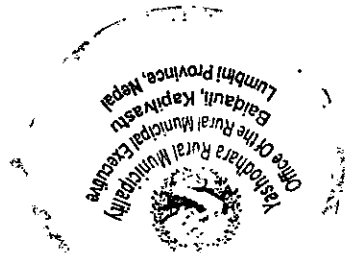


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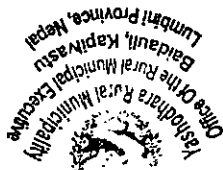
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Chief Administrative Officer





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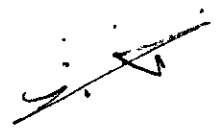
Preface

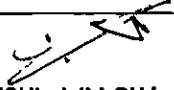
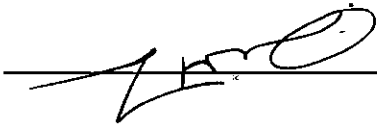
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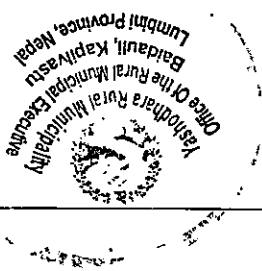
6. The RFP includes the following documents:
RFP.
5. A firm will be selected under [insert: Selection Method] and procedures described in this RFP.
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3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants: [insert the list of shortlisted Consultants. If a Consultant is a Joint Venture (JV), the full name of the JV, as in the Expression of Interest, shall be used. In addition, list all members, starting with the name of the lead member. To ensure eligibility, specify country of incorporation for each of the Shortlisted Consultants, JV partners and Sub-consultants]
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): [insert: name of consulting services assignment]. More details on the Services are provided in the Terms of Reference (Section 7).
1. Government of Nepal (GON) has allocated fund or [has received/has applied for/intends to apply for] a [loan/credit/grant] from [insert: Name of the Development Partner Development Partner] toward the cost of [insert: Name of Project] and intends to apply a portion of this [fund/loan/credit/grant] to eligible payments under this Contract for which this Request for Proposals is issued [For donor funded project: Payments by the Development Partner will be made only at the request of the [GON] and upon approval by the Development Partner, and will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement. The [loan/financing/grant] agreement prohibits a withdrawal from the [loan/grant] 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 Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower/Client/Recipient/Beneficiary] shall derive any rights from the [loan/financing/grant] agreement or have any claims to the proceeds of the [loan/financing/grant].

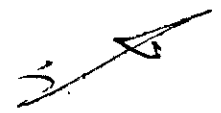
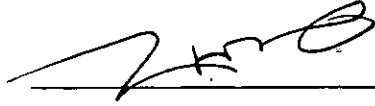
Dear Mr./Ms.:

[insert: Name and Address of Consultant. In case of a Joint Venture (JV), a full name of the JV and the names of each member as in the submitted Expression of Interest shall be used]

Section 1. Letter of Invitation

PART I



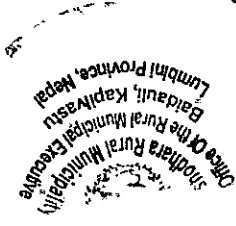


Yours sincerely,
Yasodhara Rural Municipality
Office of Municipal Executive
Baidauli, Kapilvastu

8. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.
- (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).

7. Please inform us by [insert date], in writing at [insert address], by facsimile [insert facsimile number], or by E-mail [insert e-mail address].

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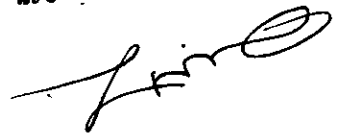
Section 2. Instructions to Consultants and Data Sheet



A. General Provisions

1. Definitions

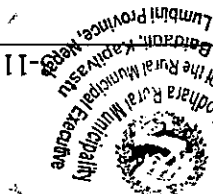
- (a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case 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 [procuring entity/implementing/ executing agency] 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 Consultants proposal.
- (n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all

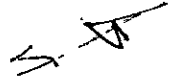



<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Consultant 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</p>	<p>3. Conflict of Interest</p>
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>2. Introduction</p>
<p>information needed to prepare their Proposals.</p> <p>(o) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(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.</p> <p>(q) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r) "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(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.</p> <p>(t) "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(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.</p> <p>(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.</p>	

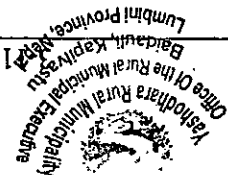


<p>blacklisting by the Public Procurement Monitoring Office/DP. Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:</p>	
<p>(i) Conflict between consulting activities and procurement of goods, works or non-consulting services; 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.</p>	<p>a. Conflicting activities</p>
<p>(ii) Conflict among consulting assignments: 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.</p>	<p>b. Conflicting assignments</p>
<p>(iii) Relationship with the Client's staff: 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.</p>	<p>c. Conflicting relationships</p>
<p>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.</p>	<p>4. Unfair Competitive Advantage</p>
<p>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.</p>	<p>5. Corrupt and Fraudulent Practices</p>
<p>6.1 The GON/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as</p>	<p>6. Eligibility</p>

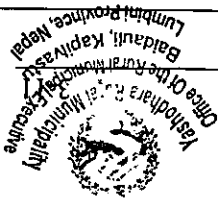


<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the</p>	<p>10. Documents comprising the Proposal</p>
<p>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.</p>	<p>9. Language</p>
<p>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.</p>	<p>8. Cost Preparation of Proposal</p>
<p>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.</p>	<p>7. General Considerations</p>
<p>B. Preparation of Proposals</p>	
<p>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).</p>	<p>c. Restrictions for public employees</p>
<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(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.</p>	<p>b. Prohibitions</p>
<p>6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.</p>	<p>a. Sanctions</p>
<p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p> <p>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 as specified in the Data sheet.</p> <p>stated in Section 5 to offer consulting services for GoN/DP-financed projects.</p>	



Financial Proposal submission form (Section 4).	<p>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.</p>	<p>11. Only Proposal</p>
<p>12.1 The Data Sheet indicates the period during which the Consultants' Proposal must remain valid after the Proposal submission deadline.</p> <p>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.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultants' 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.</p>	<p>a. Extension of Validity Period</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>b. Substitution of Key Experts at Validity Extension</p> <p>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.</p> <p>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.</p>
<p>c. Sub-Contracting</p> <p>12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet.</p>	<p>13. Clarification and Amendment of RFP</p> <p>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</p>	

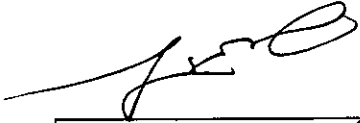


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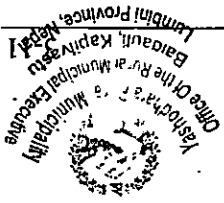
<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p>	<p>15. Technical Proposal Format and Content</p>
<p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>14. Preparation of Specific Proposals - Considerations</p>
<p>clarification, it shall do so following the procedure described below:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p>	

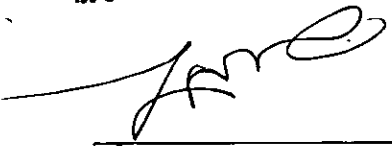
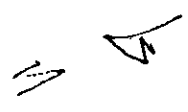
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 Lalopohara & 21 Municipality
 Banchi, Kaptipada
 Lumbini Province, Nepal
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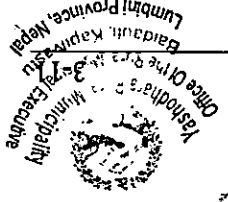
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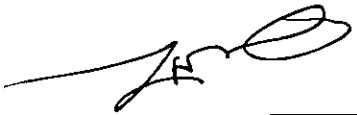
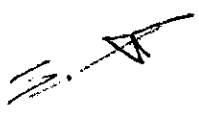
<p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>	
<p>16.1 The Financial Proposal shall be prepared using the Standard Forms 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.</p>	<p>16. Financial Proposal</p>
<p>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.</p>	<p>a. Price Adjustment</p>
<p>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.</p>	<p>b. Taxes</p>
<p>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.</p>	<p>c. Currency of Proposal</p>
<p>16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>	<p>d. Currency of Payment</p>
<p>C. Submission, Opening and Evaluation</p>	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>17. Submission, Sealing, Marking and of Proposals</p>



<p>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</p>	<p>19. Opening Technical Proposals of</p>
<p>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.</p> <p>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.</p> <p>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.</p>	<p>18. Confidentiality</p>
<p>[INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].</p> <p>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."</p> <p>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]".</p> <p>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.</p> <p>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.</p>	



<p>23.1 After the technical evaluation is completed and the DP has issued its no objection (if applicable), 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</p>	<p>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</p>
<p>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.</p> <p>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.</p>	<p>22. Financial Proposals for QBS</p>
<p>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.</p> <p>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.</p>	<p>21. Evaluation of Technical Proposals</p>
<p>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.</p> <p>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.</p> <p>20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.</p>	<p>20. Proposals Evaluation</p>
<p>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.</p> <p>stored until they are opened in accordance with Clause 23 of the ITC.</p>	

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<p>neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause 17C 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.</p>	
<p>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.</p>	<p>25. Taxes</p>
<p>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.</p>	<p>26. Conversion to Single Currency</p>
	<p>27. Combined Quality and Cost Evaluation</p>
<p>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.</p>	<p>a. Quality- and Cost-Based Selection (QCBS)</p>
<p>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.</p>	<p>b. Fixed-Budget Selection (FBS)</p>
<p>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.</p>	
<p>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.</p>	<p>c. Least-Cost Selection (LCS)</p>
<p>D. Negotiations and Award</p>	
<p>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.</p>	<p>28. Negotiations</p>
<p>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</p>	<p>a. Availability of Key Experts</p>

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Lumbini Province, Nepal

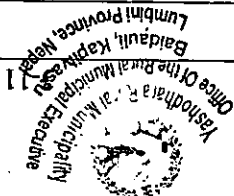
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<p>24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so</p>	<p>b. Lump-Sum Contracts</p>
<p>24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (c) 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.</p>	<p>a. Time-Based Contracts</p>
<p>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.</p>	<p>24. Correction of Errors</p>
<p>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:</p> <p>(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</p>	

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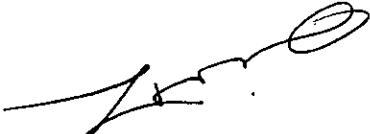
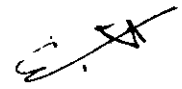
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<p>neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.</p>	
<p>25.1 Except 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.</p>	<p>25. Taxes</p>
<p>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.</p>	<p>26. Conversion to Single Currency</p>
	<p>27. Combined Quality and Cost Evaluation</p>
<p>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.</p>	<p>a. Quality- and Cost-Based Selection (QCBS)</p>
<p>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.</p>	<p>b. Fixed-Budget Selection (FBS)</p>
<p>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.</p>	
<p>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.</p>	<p>c. Least-Cost Selection (LCS)</p>
<p>D. Negotiations and Award</p>	
<p>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.</p>	<p>28. Negotiations</p>
<p>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</p>	<p>a. Availability of Key Experts</p>

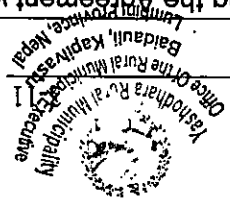


<p>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultants within 7 days of selection of the winning proposal. accept the proposal to the selected consultant and other short-listed approval of his proposal and the Client shall notify its' intention to Pursuant to Clause 29.1 of this ITC, the consultant, with whom</p>	<p>30. Award Contract of</p>
<p>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.</p>	<p>29. Conclusions of Negotiations</p>
<p>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.</p> <p>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.</p> <p>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.</p>	<p>c. Financial negotiations</p>
<p>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.</p>	<p>b. Technical negotiations</p>
<p>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.</p> <p>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.</p> <p>applicable, a replacement in accordance with Clause 12 of the ITC.</p>	

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<p>32.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>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:</p> <p>a. give or propose improper inducement directly or indirectly,</p> <p>b. distortion or misrepresentation of facts</p>	<p>32. Conduct of Consultants</p>
<p>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.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p> <p>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 "A" class commercial bank equivalent to the amount specified in the Bata Sheet with the validity period of at least ninety days from the date of filing of application.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>31. Request Information/ Complaints for</p>



Chief Administrative Officer

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<p>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:</p> <p>a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC,</p> <p>b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC,</p> <p>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,</p> <p>d) if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract.</p> <p>e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,</p> <p>f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</p> <p>33.2 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.</p> <p>The list of debarred firms is available at the electronic address specified in the Data Sheet.</p>	<p>33. Blacklisting</p>
<p>c. engaging or being involved in corrupt or fraudulent practice</p> <p>d. interference in</p> <p>e. participation of other prospective bidders.</p> <p>f. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</p> <p>g. 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.</p> <p>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</p>	

Office of the Rural Municipal Executive
 Vasodhara P. P. Municipality
 Baidary, Kaptai, Nepal
 Lumbini Province, Nepal

E. Data Sheet

A. General		ITC Clause Reference
1(i)	Development Partner (DP) is: N/A	
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: Yasodhara Rural Municipality Method of selection: Quality and Cost Basis (QCBS)	
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes	
	The name of the assignment is: Preparation of GIS Based Digital Metric System House Numbering Map of Yasodhara Rural Municipality	
2.3	A pre-proposal conference will be held: No	
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	



Chief Administrative Officer

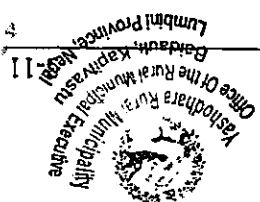
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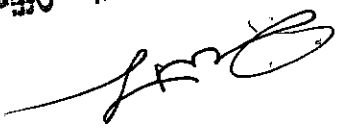
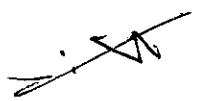
[Handwritten initials]

Chief Administrative Officer

11/11

12.9	No Sub-contracting is allowed for the proposed assignment
12.1	Proposals must remain valid for 120 calendar days after the proposal submission deadline. [Notes to Client: Duration of validity of the proposals shall be adequate to complete evaluation of the proposals, receive all necessary approval and negotiate the contract.]
11.1	No Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible [Notes to Client: Default provision is "Yes" that participation of local sub-consultants, international or national independent expert in more than one Proposal is permissible. Participation of experts who are regular employees of one of the lead firms in more than one proposal is not permissible, unless such firm declines to present the proposal.]
10.1	The Proposal shall comprise the following: 1 st 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 2 nd 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.
B. Preparation of Proposals	
6.3.1	A list of debarred firms and individuals is available at the following website <i>Not applicable</i>



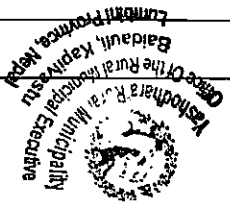
	<p>13.1 Clarifications may be requested no later than 5 days prior to the submission deadline. The contact information for requesting clarifications is: IT officer Contact no. : 9857054843</p>
<p>14.1.1 Shortlisted Consultants may associate with (a) non-shortlisted consultant(s): No, Or (b) other shortlisted Consultants: No</p>	<p>14.1.2 Estimated input of international Key Experts' time-input: N/A person-months. Estimated input of national Key Experts' time-input: 5 person- months</p>
<p>14.1.3 for time-based contracts only Minimum time-input of international Key Experts' is: Not applicable person-months. Minimum time-input of national Key Experts' is: 5 person-months For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time input (expressed in person-month) is calculated as follows: The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]</p>	<p>14.1.4 and 27.2 use for Fixed Budget method The total available budget for this Fixed-Budget assignment is: Not Available. (Inclusive or exclusive of taxes). Proposals exceeding the total available budget will be rejected.</p>
<p>16.1 [A sample list is provided below for guidance. Items that are not applicable should be deleted, others may be added.] (1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services; (2) cost of travel by the most appropriate means of transport and the most direct</p>	

Chief Administrative Officer

19.1	An online option of the opening of the Technical Proposals is offered: No
17.8	The Proposals must be received at the address below no later than: Date: 18/08/2081 within 12:00 am Time: Office Hour The Proposal submission address is: Yasodhara Rural Municipality, Baidauli, Kapilvastu
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original (b) Financial Proposal: one (1) original.
17.1	The Consultants shall not have the option of submitting their Proposals electronically.
C. Submission, Opening and Evaluation	
16.4	The Financial Proposal shall be stated in the following currencies: Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies. The Financial Proposal should state local costs in Nepalese Rupees
16.3	"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np ."
16.2	A price adjustment provision applies to remuneration rates: No
	practicable route; (3) cost of office accommodation, including overheads and back-stop support; (4) communications costs; (5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants; (6) cost of reports production (including printing) and delivering to the Client; (7) other allowances where applicable [insert other relevant type of expenses, if/as applicable] Only for Time-Based Contracts: Provisional sums N/A

Yasodhara Rural Municipality
Office of the Rural Municipal Executive
Baidauli, Kapilvastu
Lumbini Province, Nepal-33-11

	<p>19.2 In addition, the following information will be read aloud at the opening of the Technical Proposals :</p> <p>Confirmation that invitation to submit proposal was not transferred to another party.</p>	<p>21.1 The number of points to be given under each of the evaluation criteria are:</p> <p>Points</p> <p>(i) Preparation of any Mapping Works / Preparation of Municipal Transport Master Plan/Preparation of GIS Base Map /Preparation of Web Based Digital Municipal Profile 4 Marks for 1 Project Maximum 5 Project</p> <p>(ii) Adequacy of the proposed work plan and methodology 35</p> <p>(iii) Qualifications and competence of the key staff for the Assignment 35</p> <p>(iv) Transfer/ Sharing of Knowledge Max Score: 5</p> <p>(v) Equipments and Supports: 5</p> <p>Two Wheeler Four Wheeler, GIS Software, Remote Sensing Software</p> <p>Plotter (A1) Color Photocopy/Printer (A3-A4),GPS .</p> <p>Total Points: 100</p> <p>The minimum technical score required to pass : 60</p>	<p>23.1 An online option of the opening of the Financial Proposals is offered: No _____</p>	<p>23.1 and 23.2 The Client will read aloud only overall technical scores.</p>	<p>26.1 The single currency for the conversion of all prices expressed in various currencies into a single one is (Not Applicable) [indicate local currency or fully convertible foreign currency]</p> <p>[Note to Client: for ease of comparison, it is preferable to indicate in the currency of the budget]</p> <p>The official source of the selling (exchange) rate is: _____</p> <p>The date of the exchange rate is: _____</p> <p>[The date shall either be 30 days prior to the deadline for submission or the deadline for proposals submission.]</p>	<p>27.1 [a. QCBS score (\$) of 100.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial</p>
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Chief Administrative Officer

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33.2	A list of blacklisted firms is available at the PPMO's website http://www.ppmo.gov.np
31.1	The Applicant shall furnish a cash amount or a bank guarantee from "A" class commercial bank with an amount of <i>Not Applicable</i>
30.4	Expected date for the commencement of the Services: Date: 2081/1/20
28.1	Expected date and address for contract negotiations: Date: Address:
D. Negotiations and Award	
only]	<p>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.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: $T = \underline{\hspace{2cm}}$ 80 and $P = \underline{\hspace{2cm}}$ 20</p> <p>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: $S = St \times T\% + Sf \times P\%$.</p>

Yashodhara Koirala Municipality
 Office of the Municipal Executive
 Baidauli, Kaptan Chowk
 Lumbini Province, Nepal-33111

Section 3. Technical Proposal – Standard Forms

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.

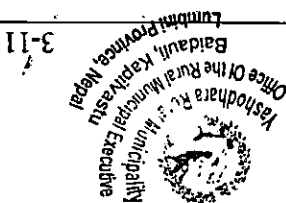
OR

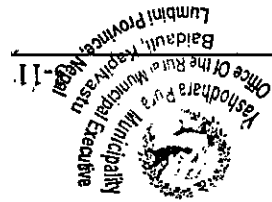
If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {insert a list with full name and country of each Sub-consultant.}

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.

Chief Administrative Officer





(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): _____

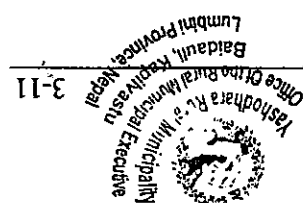
In the capacity of: _____

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}

Chief Administrative Officer

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.

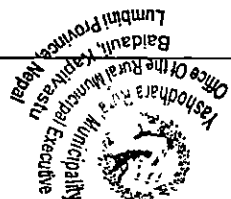
Chief Administrative Officer

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 Proposed	National level :NRS
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: _____

Chief Administrative Officer



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.

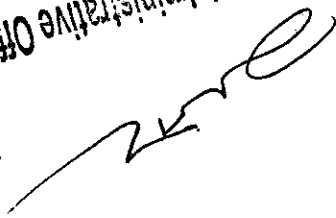
A - On the Terms of Reference

{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}

Chief Administrative Officer



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:

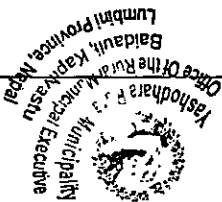
- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

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.}

Chief Administrative Officer

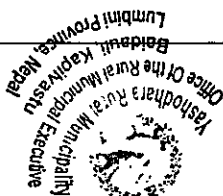


WORK SCHEDULE AND PLANNING FOR DELIVERABLES N/A

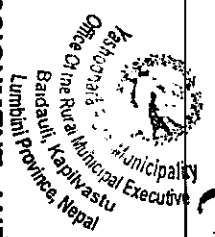
No	Deliverables (D-..)	Months													
		1	2	3	4	5	6	7	8	9	n	TOTAL		
D-1	{e.g., Deliverable #1: Report A														
	(1) data collection														
	(2) drafting														
	(3) inception report														
	(4) incorporating comments														
	(5)														
	(6) delivery of final 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.

Chief Administrative Officer



FORM TECH-6



TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS N/A

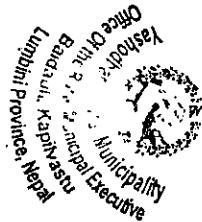
No and DOB	Name, Nationality TECH-5)	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Positio n	D-1	D-2	D-3	D-...	Home	Field	Total					
KEY EXPERTS															
International															
K-1	{e.g., Mr. Abbbb, PAK., 15.06.1954}	Team, Leader]	[Home] [Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0] [0]									
K-2	e.g., Mr. Xxyyy, USA, 20.04.1969}														
K-3															
National															
n															
NON-KEY EXPERTS															
N-1			[Home] [Field]												
N-2															
n															
Subtotal															
Total															

Chief Administrative Officer

A

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC2.1.
- 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



[Handwritten Signature]
Chief Administrative Officer

[Handwritten Initials]

Chief Administrative Officer

[Handwritten Signature]

[Handwritten Mark]

Language Skills (indicate only languages in which you can work):

Membership in Professional Associations and Publications:

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. Bbbbb, deputy minister]		

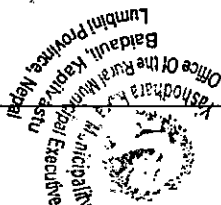
Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, type of employment (full time, part time, contractual), types of activities performed and location of the assignment, and 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.}

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Firm	Insert name of firm proposing the expert
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

CURRICULUM VITAE (CV)

FORM TECH-7



Chief Administrative Officer

Full name _____ of _____ authorized representative: _____

[Signature of authorized representative of the firm] _____
Date: _____ Day/Month/Year

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

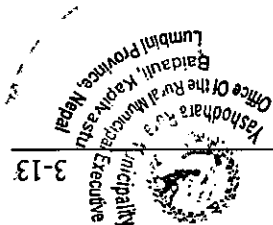
I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

- (i) This CV correctly describes my qualifications and experience
- (ii) I am not a current employee of the GOV
- (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.

I, the undersigned, certify to the best of my knowledge and belief that

Certification:

Expert's contact information: (e-mail: phone:)



{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.}

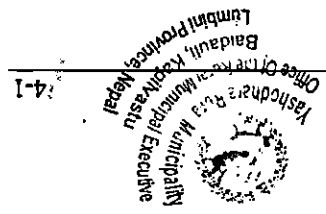
Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

Section 4. Financial Proposal - Standard Forms

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration
- FIN-4 Other Expenses, Provisional Sums

[Handwritten Signature]
Chief Administrative Officer

[Handwritten Signature]



Chief Administrative Officer

Authorized Signature (in full):
Name and Title of Signatory:
In the capacity of:
Address:
E-mail:

Yours sincerely,

We remain,

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

{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."}

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity

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:

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.

Our attached Financial Proposal is for the amount of {indicate the corresponding 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}.

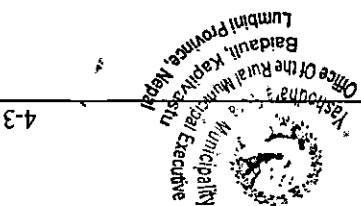
We, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Request for Proposal dated [insert Date] and our Technical Proposal.

Dear Sirs:

To: [Name and address of Client]

{Location, Date}

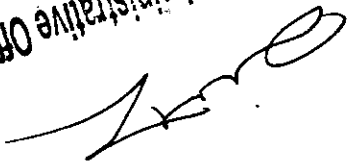
FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM



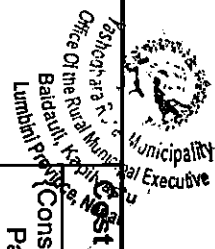
{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}

Yashodhara R. Municipality
Municipal Executive
Office of the Rural Municipality
Baidauli, Kaptai, Nepal
Lumbini Province, Nepal
4-3

Chief Administrative Officer



FORM FIN-2 SUMMARY OF COSTS



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.

Item	Foreign Currency			Local Currency, if used and/or required (16.4 Data Sheet)
	{Insert Currency # 1}	{Insert Currency # 2, if used}	{Insert Currency # 3, if used}	
Competitive Components				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
Sub-Total				
Non-Competitive Components				
Miscellaneous Expenses				
Sub-Total				
Total Cost of the Financial Proposal ¹				
Value Added Tax (VAT)				

[Signature]
Chief Administrative Officer

Section 5. Eligible Countries

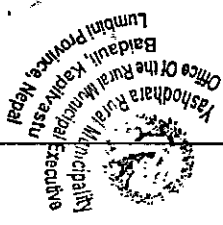
[This section contains the list of eligible countries. Select one option, either GON Funded or DP Funded.]

For GON funded: [select one option as appropriate]

For the purpose of National shortlisting: "Nepal";

[Handwritten Signature]
Chief Administrative Officer

[Handwritten Signature]



Chief Administrative Officer

- the Client.
- performance of the contract and to have them audited by auditors appointed by
- permit the Client to inspect their accounts and records relating to the
- will have the right to require that, a provision be included requiring consultants to
- e.
- practices in competing for, or in executing, a contract; and
- d.
- at any time determines that the consultant has engaged in corrupt or fraudulent
- will blacklist a consultant for a stated period of time, to be awarded a contract if it
- d.
- Client during the selection process or the execution of that contract;
- 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
- contract in question;
- 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;
- (b) acts intended to materially impede the exercise of the GON's/DP's
- inspection and audit rights provided for under Clause GCC 25.2.
- (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.
- (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.
- (v) "obstructive practice" means:

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.

(v) "obstructive practice" means:

It is the GON's policy to require its implementing agencies, as well as consultants under

(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:

modified. In case DP funded project use DP's policy on corrupt and fraudulent practices]

["Notes to the Client": The following text is for GON funded assignment and shall not be

Section 6. Corrupt and Fraudulent Practices

5-1

Office of the Rural Municipal Executive
 Jashodhara
 Baidarut, Kailash, Nepal
 Lumbini Province, Nepal

Chief Administrative Officer

To the east of this rural municipality is Mayadevi rural municipality, to the west is Maharajganj municipality, to the north is Kapilvastu municipality and to the south is neighboring country India. This is the former village of Kapilvastu district. Tirthkhi Gauri Kapilvastu district.

Yashodhara Rural Municipality is an important rural municipality of Kapilvastu District under Lumbini Province. Yashodhara rural municipality is located in the south-central part of

1.2 Project Town Brief:

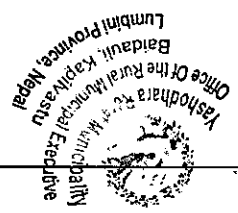
Numbering of Yashodhara Rural Municipality. Keeping in view of the above fact and growing urbanization trend, the Yashodhara Rural Municipality (hereby referred as Yashodhara Rural Municipality) has realized need to prepare accurate large-scale digital base maps, covering the whole urban area, to a scale that allows precise housing counts to facilitate the numbering and registration of all houses. Therefore Yashodhara Rural Municipality has been preparing digital Urban/Base map of municipalities at 1:2,500 scale by adopting latest technologies, such as GIS and Remote Sensing. Therefore, Yashodhara Rural Municipality intends to call for submission of Request for Proposal (RFP) by national consulting firms to prepare GIS Based Digital Map Metric System House

and development of large scale digital geographic information and Socio economic of actively growing urban areas has become very crucial. Majorities of the municipalities of Nepal do not have urban base map and Digital Profile. They are mostly dependent on 1:25000 or 1:50,000 scale topographic maps, and old Profile which is not sufficient to use for municipal level planning. Most of the municipalities have just analog maps, and Hard copy profile which are difficult to update and use them for planning purpose. Those maps and Profile are inadequate for most of urban planning activities and do not help in analysis and decision making process of the municipal development activities. The Utilization of digital geographic information and updated Social data has been growing fast worldwide in all sectors of society, which is still lacking in Nepal. The lacking of digital geographic information, particularly large scale and Socioeconomic Data has resulted ineffective and inefficient planning activities in urban development. The preparation

- 1. Project Brief
- 1.1 Introduction

Preparation of GIS Based Digital Metric System House Numbering Map of Yashodhara Rural Municipality

Terms of Reference
FOR



Chief Administrative Officer

• Road networks, Road category/classification and its hierarchy based on DoR standard

IV. Transport Network System:

other relevant features.

III. Existing Land Use/Cover: Residential, commercial, industrial, institutional, recreational area, parks, nature conservation sites, archaeological sites, religious area, cemeteries/crematorium, open space, agricultural land, barren land forest, water bodies and ponds, canal) and other relevant features.

II. Topography: Contour intervals of with 2m contour interval, spot levels, digital elevation model area of typical characteristic land features, water bodies (natural artificial: river, lake, ponds, canal) and other relevant features.

I. Administration: Demarcation of administrative units and sub-units that includes municipal area, wards etc with its place/chowk or location name and address. Orient the municipality with respect to major administrative division (e.g.-country, region and district)

(c) Preparation of base map with existing land cover; natural/artificial resources; physical/social/cultural/economical infrastructures and field validation and verification for better accuracy. The information to be covered includes:

(a) Work in regular co-ordination with Yasodhara Rural Municipality.

The assignment shall be carried out for Rural Municipality and the following activities shall be carried out under the scope of work for this assignment.

3. Scope of Work and Information Required

a. Preparation of metric addressing system in the area of rural municipality.

b. Collect and develop Geographical Information System incorporating spatial data required for base map.

c. Development of metric addressing system in the area of rural municipality.

21 The specific objectives of the assignment are outlined as below:

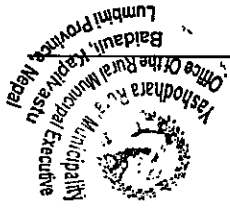
a. Prepare GIS-based Base Map of the Rural Municipality at 1:2500 scale using Drone Image covering the entire Municipal area.

b. Collect and develop Geographical Information System incorporating spatial data required for base map.

2 Objectives of Assignment
The main objective of the assignment is to prepare the GIS based base maps of Yasodhara Rural Municipality with digital database of administration units, existing infrastructures, demography, environment etc using Geographical Information System along with "ready to print" maps of the municipality.

Development of matrix system house numbering of Rural Municipality.

Basantapur Parsolia Baidauli Rangpur Somdih and Sihokhor is a rural municipality. Its total area is 67.75 square km population 45,165 and the center is Baidauli Kapilvastu.



(highway, feeder road, district road, urban road etc.), hierarchy based on metric addressing system; surface type (black topped, gravelled, earthen, brick paved, etc), road width, right of way, and existing name of road.

- Name of chowk and squares.
- crossing structures culvert, bridge-types (according to structure and material/length/width/remarks);
- traffic light points,
- bus stops, bus terminal, bus parks, parking areas; gas petrol stations and other relevant transportation infrastructure

V. Electricity and street light system

- Transmission line
- substations, transformers and other electric infrastructure

VI. Buildings: Individual building roof prints, their functional use (residential, institution, commercial; industrial; cultural/religious, historical, health services, financial services, educational services, communication services and other relevant features); ownership (public, private community others), main/associate number of floors, construction type, structure of building, location, street code, building identification number (based on metric addressing system) existing house number if any is recommended, vehicular road access (yes/no)-

VII. Other structures: which does not include in buildings:-e.g. Dabalis/wells/Dhunge Dharas/Chautari etc

VIII. Characteristic area. e.g.: market place weekly bazaars temple/institution/ and other premises:

IX. Public Services buildings/areas: Municipal office, ward office, health service (hospitals, nursing homes, health posts), public toilets, public taps, parks and recreational areas, city hall, public library, cinema hall, theaters, post office, market centers and other relevant public services

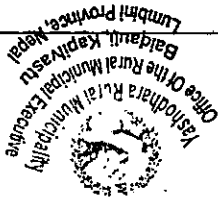
X. Environment: urban greenery area, public open spaces, parks, conservation area, watershed, environmentally sensitive area such as river cutting, flooding, inundation area, landslide, erosion hazards zones, and other sensitive areas including slums and squatters.

d. Development of metric addressing system for Rural municipality

I. This will include defining the metric addressing system for house numbering for the area(s).

II. Houses of the municipality shall be assigned a number based on the street identification number using metric system and indicated in the database. However road naming shall be limited to use of the existing street names provided by municipality, symbolic names with unique code for the street names which are still to be provided by the municipality. (Orientation of the metric addressing technique to the municipality shall be carried out for the cases of the unavailable road sections).

Chief Administrative Officer



Chief Administrative Officer

6 Expected output and Submissions

The Yasodhara Rural Municipality will facilitate mapping work for the Consulting Services. The consulting team especially the team leader is responsible for coordination with Yasodhara Rural Municipality and all the stakeholders/offices involved in the project. It is the responsibility of the consultant to ensure that the specified tasks are performed with in the specified time period.

5 Working modality

The consultant is required to show it's innovativeness by suggesting Rural Municipality the improved and practical methodology/practices that best suits to conduct the said task. The suggestions that are presented should be practical and useable in the context of Nepal.

4.5 Innovativeness

The digital mapping accuracies should be according to that standard set as technical mapping specifications for 1:2,500 scale maps as stipulated by the Nepal Government's Survey Department.

4.4 Mapping accuracy

Consultant should carry out extensive field verification and updating of features. Verified and update information and missing geographical names should be incorporated into the data base. The working map for field verification and validation shall be submitted to Rural Municipality.

4.3 Field Validation and Variation

The mapping shall be related to the National MUTM Grid System. All Control-points, heights and contours shall be related to the National Height datum in meters established by Department of Survey.

4.2 Grid and Height Datum

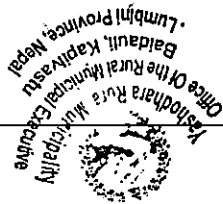
consultant should submit Image of Rural Municipality. base map. (Using Google Image in areas where drone photography is not allowed) The Drone Image covering the required entire municipal area should use for the preparation of

4.1 Drone Imagery/Google Imagery

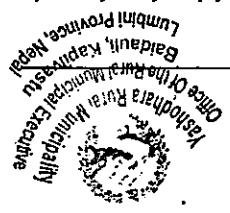
4. Technical details for Urban Base Map Preparation

maintenance and updating etc in report form. g. Data description accuracy statements, metadata as well as potential applications, Features using scientific methods)

f. Identification of Urban development and restriction areas (analysis based on topographic using the map and system developed in GIS through this assignment as detailed in section 9. e. Knowledge transfer and Capacity building of Municipality staffs in using basics of GIS and



Chief Administrative Officer



The major output expected from this assignment is GIS based Base maps and its data base in ArcGIS Geo-database format and its elaboration all the feature classes as provided in the scope of the work. Explanation of the technical terms used in the document shall be part of the data manual. Definition of all data included in the maps shall also be provided.

a. The Report and manuals which shall include, but not limited to the following:
Introduction, methodology data description data design, explanation of terms and definitions/standards followed for assignment; data description, accuracy assessment, metadata as well as potential application, maintenance and updating.
Metric addressing system for house numbering system in GIS based Map, database in ArcGIS Geo-database format and its explanation in report.
Knowledge transfer and capacity Building carried out for the assignment.
Environment sensitive area with their explanation.

Spatial profile and Resource of Municipality with all relevant data maps and its elaboration-incorporating basic demographic (Secondary data) Physical social and economic infrastructure and service related information.
Application and Recommendation for the use of map and data by municipality and other public and private sector etc.
b. The database and maps which shall include but not limited to the followings:
GIS database of the municipal area shall include data on topography, administrative units existing infrastructures, environment etc. as guided in the scope of work which shall provide a base for various planning development and governance aspects.

Land utilization Map which covers built up area (with further classification), cultivated area, forests, water body, public service etc.
Maps showing public and community open spaces (recommended private and institutional open space) etc.
Network maps which cover street network, water supply network, sewage and drainage network, electricity network, and telecommunication network etc.

Maps of public Service buildings/areas: Municipal office, ward office, educational intuitions (school, collage, universities, etc) health service (hospitals, nursing homes, health post), Public toilets, public taps, parks and recreational areas, city hall. Public library, cinema hall, theater, post office, market centers and other relevant public service at ward levels.
Maps showing historical, cultural and conservation areas.
Maps showing hazard risk zone like erosion, flood, inundation area etc.
Maps showing urban development and Restriction areas with their elaboration in reports.

Chief Administrative Officer

[Handwritten signature]

- Preparation of any Mapping Works having Consulting fee More Than 10 Million without VAT
- 10.1 Experience of Consulting Firms:

The assignment is planned to be completed as per the section 7 (Duration of Assignment). It will require a team of Consultants comprising professionals with experience in GIS, Remote sensing, Urban planning and Surveying. All works will be carried out by consultant in close consultation with Yasodhara Rural Municipality. Consultant will maintain constant contact with Yasodhara Rural Municipality.

9 Project Organization

Municipality. For presentation at Yasodhara Rural Municipality office shall facilitate to arrange/invite all concerned people, organizations as well as all stakeholders. The consultant should incorporate all comments and suggestions from this discussion program to finalize the Base Map of

S.No.	Presentation Schedule	Place	Content
1	Before submission of draft report	Yasodhara Rural Municipality	Complete digital data set
2	After submission of Draft report	Yasodhara Rural Municipality	Content of draft report

The Consultant shall present their work and outputs at Yasodhara Rural Municipality as per the following schedule.

8 Presentation of Base map

The Urban Base Mapping assignment period is estimated to be 4 months. The Consultants are advised to submit work and staffing schedule accordingly in their technical proposal.

7 Duration of Assignment

S.No.	Activity	Duration	Remarks
2	Mapping and Submission of Google Image and digitization of different feature	Within 1.5 months from the date of work	order issues
3	Interim/Field Report	Within 3 months from the date of work	order issues
4	Final Draft Submission	Within 3.5 months from the date of work	order issues
5	Final Submission	Within 4 months. After receiving the comments on Draft Final Report	order issues



Chief Administrative Officer

S.N.	Submission	Submission Schedule	Copies / Sets	Content
1	Inception Report	Within 30 days from the date of work order issues.	2	Review of documents, Detailed work schedule and methodology to carry out the works, List of latest available satellite imagery from various

Following table summarizes the reporting requirement.

The various reports with drawings and maps are required to be submitted at various stages of works.

6.2 Submission Schedule:

- Base map in Flex for hanging purpose: (with Satellite Image with other additional data) – (size 3 by 4 ft. covering entire municipal area.)
- Additional sets of the maps and reports and mentioned above : additional 3 sets : 2 sets

Additional requirement for Final submission:

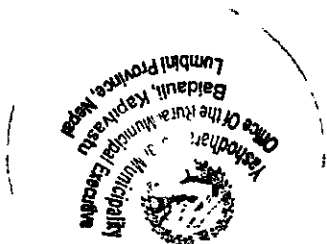
- Base map with major urban feature at ward level.
- Thematic maps composed for A1 size (municipal level).
- d. Additional maps in soft copies (pdf and mxd format with layer)
- c. Ortho rectified satellite image in "tiff" format together with world registration file.
- b. GIS database in ArcGIS Geo-database format and shape file "shp" format.
- a. All above complete Digital Reports and Print ready output maps in GIS format Map & image (in pdf, Tiff and mxd - with layer file)
- ii. Google image at municipal level in A1 size
- ii. municipal level- scale to fit)
- i. Base map with land use/land cover and main features (color) in A1 size plain paper (at scale 1:2500)
- i. Base map with topographic features (color) in A1 size plain paper (at scale 1:2500)
- b. Output maps in hard copies
- ii. User manual designed for the use by municipality staff.
- a. Reports
 - i. Main reports with Spatial Profile of Concern Municipality with Thematic and Resources Map (ward level and or municipal level as long it is readable) in Annex- Recommended-A4 Size
 - ii. User manual designed for the use by municipality staff.

Draft and Final report shall be delivered in following form:

6.1 Deliverables

- i. Output of Digital base map should be provided in the Arc-GIS integrated Geo-database format and *.mxd the format.
- i. Map should be prepared as per specification and norms of Survey Department or as per instruction by Yasodhara Rural Municipality. The accuracy, reliability and consistencies of the map should be within the standard norms and practice.
- i. Output of Digital base map should be provided in the Arc-GIS integrated Geo-database format and *.mxd the format.

Note:



Chief Administrative Officer

S.N.	Designation	Qualification	Experience in Years	Quantity
1	Team Leader	At Least Master's Degree in Geomatics Engineering/ Geographical Information Science and System or GIS and Remote sensing.	At Least 5 years' Experience in related field after completion of Basic Degree	1
2	GIS/RS Expert	Master's Degree in GIS or Remote sensing/ Geography	At Least 3 years' Experience in related field after completion of Basic Degree	1
3	Socio Economist	Master's Degree in Sociology	At Least 3 years' Experience in related field after completion of Basic Degree	1
4	Urban Planner	Master's Degree in Urban Planning	At Least 3 years' Experience in related field after completion of Basic Degree	1
5	Senior Surveyor	Senior Surveyor Course	At Least 2 years' Experience in related field after completion of Basic Degree	1
6	Digitization Operator	Bachelor's Degree in in any Subject. (At least 1 Month GIS Training)	At Least 2 years' Experience in related field after completion of Basic Degree	1

20.2 Proposed Personnel Requirements
 The required main expertise will cover a wide range of disciplines, including GIS/RS database Design, mapping, computer programming etc. The professional personnel resources required for this assignment shall cover the following positions with estimated inputs.

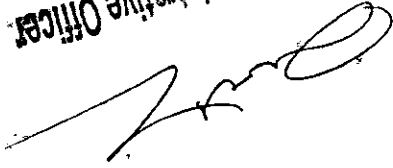
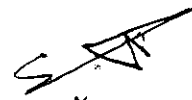
- Form:
- Only the work completed during last Ten years will be considered while evaluating the firm experiences.
 - Technical Proposal shall be evaluated on the basis of information duly provided by the consultant. Information must be supported by relevant evidences such as Certificates, official letters, bills, vouchers and necessary commitments wherever applicable but work agreement papers are not evaluated and necessary
 - The documents (i.e. proposal) submitted by the consultant must duly sign the whole submitted documents.

19.2 Mandatory Requirement for the Evaluation of the Experience of the Consulting

- Preparation of Land Use Plan
- Preparation of GIS Base Map
- Preparation of Web Based Digital Municipal Profile



Chief Administrative Officer

- a) First Instalment 20% of the agreed amount upon the submission of Report
- b) Second Instalment 40% of the agreed amount upon the submission of Interim/Field Report
- c) Third Instalment 30% of the agreed amount upon the submission and approval of Draft Final Reports.
- d) Fourth Instalment 10% of the agreed amount upon the submission and approval of Final Report

The payments will be done by Yasodhara Rural Municipality upon the submission of Consultants invoices according to the following schedule. The consultant should submit work schedule of assigned personnel's with duly signed at every mode of payment.

14. Payment Schedule

The consultant is fully responsible for all taxes applicable as per Government of Nepal rule and regulation.

13. Taxation

The consultant will be required to enter into an agreement with Yasodhara Rural Municipality based on the sample for Contract for Consultants Services and such agreement shall be signed by both parties.

12. Agreement

The consultant shall be responsible for any damage to life, property that may arise out of their works and they shall take all necessary insurance provision to indemnify any claims for compensation that may arise through their negligence.

Government Indemnity

21

7	Computer Operator	Intermediate in Computer Science included in Course	At Least 2 years' Experience in related field after completion of Basic Degree	As per Required
8	Field Enumerators	Intermediate in any Subject.	At Least 2 years' Experience in related field after completion of Basic Degree	As per Required

