



Expression of Interest (EOI)

Construction Supervision and Preparation of Detail Working Drawing of Bhaktapur District Court New Construction Building Project

Method of Consulting Service *[National]*

Project Name: *Preparation of detail working drawing and construction supervision of Bhaktapur District Court New Construction Building Project*

EOI: *EOI/2077/2078*

Office Name: *Bhaktapur District Court*

Office Address: *Durbar Square, Bhaktapur*

Issued on: *2077/04/23*

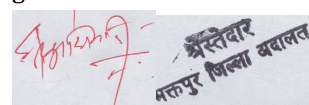
Financing Agency: Government Budget

Signature
अस्तिदार
भक्तपुर जिला न्यायालय



Abbreviations

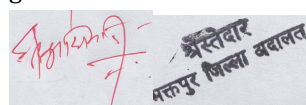
CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
BDC	-	Bhaktapur District Court





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A. Request for Expression of Interest

Bhaktapur District Court

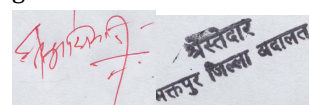
Date: 2077/04/23

Name of Project: Construction Supervision and Preparation of detail working drawing of Bhaktapur District Court New Construction Building Project

1. **Bhaktapur District Court** is planning to construct New building and other infrastructures at **Chyamasing, Jagati, Bhaktapur** and intends to prepare separate lists of competent local consulting firms for the Construction Supervision and **Preparation of detail working drawing**, for this purpose. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible **National Consulting Firms** registered in Nepal under GoN rules & regulations and/or their joint ventures (JV) for the assignment.
2. Interested eligible consultants may obtain further information and EOI document free of cost at e-GP system www.bolpatra.gov.np/egp or visit the client's website <http://supremecourt.gov.np/court/bhaktapurdc>.
3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice (i.e. **2077/05/07**).
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
6. The completed EOI documents received by the due date and within the specified time shall be opened at 1:00 PM on the 16th day of first date of publication (i.e. **2077/05/07**) of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.
7. EOI will be assessed based on **Qualification [30%], Experience [60%], and Capacity [10%]** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application of JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firm obtaining at least 60% marks in the EOI evaluation process will be shortlisted as qualified firms.
9. Further information on this EOI can be obtained from below address of Bhaktapur District Court during office hours in all working **days** prior to the deadline of submission of EOI.

Address:

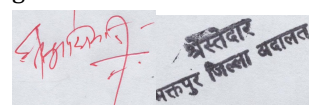
Name of the Client: Bhaktapur District Court
Contact Person: Mr. Ghanendra Adhikari
Office Address: Durbar Square, Bhaktapur
Telephone: 01-6610111/01-6610633
Mobile: 9841276208
E-mail: aghanendra@gmail.com





B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to **three**.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Nepalese Engineering Firm.
4. The assignment has been scheduled for a period of **24 months**. Expected date of commencement of the assignment is **2076/07/15**.
5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.





C. Objective of Consultancy Services or Brief TOR

1. Project Information

Bhaktapur District Court is planning to construct New buildings and other infrastructures at **Chyamasing, Jagati, Bhaktapur** and intends to prepare separate lists of competent local consulting firms for the **Preparation of working drawing, Construction Supervision for this purpose**. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures (JV) for the assignment.

The Consultant shall review and conduct cross verification of map with the real site before proceeding to the Consulting Job.

2. Objectives of the Consulting Service:

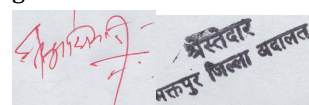
The main objective of this consulting service is to provide construction supervision of a Bhaktapur District Court New Building Project in order to ensure qualitative works with necessary detail working drawing as per approved design drawings and documents within stipulated time of 24 months.

3. Scope of the Services

The Consultant, under the Terms of Reference (TOR) and in close co-ordination with Bhaktapur District Court, shall carry out activities & deliver services. The consulting services must carried out Construction Supervision and provides detail working drawing as per approved design of Bhaktapur District Court New Construction Building Project. The Consulting firm must provide technical personnel required to supervise the Building with double basement, Complete finishing, land scaping, and MEP (Mechanical, plumbing, and electrical works along with Firefighting) works for smooth and qualitative works.: **Preparation of working Drawing and Construction Supervision Phase.**

The Consultant shall check the previous approved drawing and design whether the drawing and design is following the standard codes of practice, norms and other applicable guidelines or not. If any changes are required on structural design, Architectural design and MEP design the consultant must design and provide complete drawing to employer and contractor during construction without claiming extra cost. The consultant is liable to provide detail working drawing (Architectural, Structural, MEP) to the contractor for the execution of project at the site. The following points are also the part of this TOR

- If any changes in the design, due to faulty design, are required, the consultants should correct it and must provide corrected design and drawing to Bhaktapur District Court and Contractor for the project execution without extra cost. The consultant must assist Bhaktapur district court for the approval of changes in the design and drawing from Supreme Court of Nepal and other Concerned Authorities
- Detail drawing of existing structures (if not available) and their utilization
- Detailed Architectural Design and Working Drawings
- Detailed Structural working Drawings
- Detailed Mechanical Drawings
- Detailed Electrical Design and Drawings
- Detailed Sanitary Design and Drawings
- Communication Network





- ICT Network
- Detailed Fire Safety Design & Drawings
- CCTV system
- HVAC system (Central AC system)
- Detailed Landscape
- Detailed list of Furniture and Equipment for the project
- Infrastructures facilitating for differently-able person
- Site Development Works & others
- Bill of Quantities for each building & other infrastructure therein.
- Rain Water Harvesting Plans

The Consultant needs to provide expert support to Bhaktapur District Court during construction by providing proper instruction to contractor, qualitative supervision.

Contract Administration

Meet with stakeholders and others, as necessary, to ensure that all interface requirement are addressed and integrated during construction. The consultant shall take responsibility of contract administration in accordance with the provisions of the contract between Bhaktapur District Court and the construction contractor and ensure the quality of works executed by the Contractor as per the contract. The Consultant shall be responsible for construction supervision to ensure timely completion of the contract, providing working drawings and instructions to the contractor, checking and approving Contractor's shop drawings, laying out the Buildings on site as per the Plan, measurement of works executed by the Contractor, certification for payments for the works executed in conformity with the contract requirements. The Contractor(s) proposed implementation schedule shall be reviewed thoroughly by the Consultant. Interrelations between the various activities shall be carefully reviewed particularly with respect to time allocation, commencement and completion dates. At the end of this procedure, an agreed implementation schedule should be provided by the contractor(s) to the satisfaction of all parties.

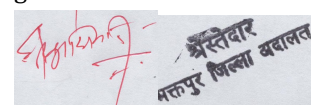
The consultant shall submit their resource person (manpower) allocation schedule accordingly

a. Supervision of Construction Works

The Consultant should provide the necessary supervisory staff to be employed during the period of implementation in executive and supervisory capacities in respect of the construction contracts. The Consultant will be delegated with all normal duties and powers of the "Residential Engineer as a project manager" for the implementation of the project.

The Consultant will check, approve, reject and record, as the case may be, inter alia, the following:

- Contractor(s)' construction plant and equipment
- Construction Materials
- Concrete testing, procedures and results
- Construction of site works: concrete structures, steel structures, finishing, mechanical, water supply, sanitation & electrical works and other utilities as required.
- Review and approve all methods proposed by the Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.
- Re-design if any parts or element requires so.





b. Issue of Instructions to the Contractor(s)

These services will relate to the fulfillment of the contractor(s)' duties from drawing up and approval of the work program till the completion of works. The services will include issuing field instructions in writing as required relating to:

- Quality of materials used in the works and quality of construction work
- Equipment and methods of construction
- Supervision, checking and testing of works carried out.
- Clarification of drawings and specifications.
- Progress of works to ensure that the work program is adhered to.
- The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the BDC

c. Advice to the Bhaktapur District Court (BDC) on Progress of Works

It is of outmost importance that the progress of the works is in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timetable. The Consultant will keep advised the BDC continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the BDC about the necessary measures to be taken to avoid dalliance of the project.

d. Inspection and Testing of Works

At all stages of implementation, the consultant shall carry out regular inspection of materials and workmanship and acceptance tests. The frequency of test shall be as per Norms and specification approved by BDC to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall remove or rectified immediately.

Carry out inspection at time of substantial completion of the works and arrange for issue of the Initial Hand-Over Certificate in coordination with the BDC

Undertake periodic inspections during the Defects Liability Period and notify the BDC and Contractor of any defect on the construction works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with the BDC

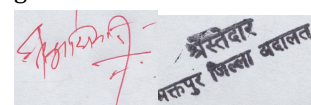
e. Approval of Payment Certificates

1. The consultant shall check, verify the measurements of works done by the Contractor and submitted through interim/final payment certificates and certify payments due to the Contractor to the BDC for approval and payments.
2. Certify all of the Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to the BDC for arranging payment.
3. The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site.
4. The consultant shall check and certify for approval the as built drawings submitted by contractor to the BDC.

f. Inspection of Defects and Preparation of Project Closure report

The consultant shall check, verify and issue order for correcting the defects that arises during the defect liability period in each three months from the date of issue of work acceptance letter.

Certify for final payment including release of retention money after defect liability





period.

The consultant shall make a project closure report including work acceptance certificate, final contract bill along with the as built drawings submitted by the contractor.

➤ **Responsibility for survey and design**

Submission of the final reports does not relieve the consultant from their responsibility to the design. They shall bear full responsibility for:

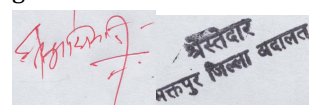
- Correctness of the design and all the calculations (except for the Standard Design, if used)
- Correctness of the drawings
- Correctness of any other details related to construction as per the Condition of Contract.

➤ **Acceptance of responsibility**

The Consultants may be asked to submit signed Statement of Acceptance of Responsibility as per BDC requirement.

In addition to the implementation schedule following shall be approved by the consultants.

1. Approving contractor's drawings, laying out the Buildings on site as per the Plan,
2. Measurement of works executed by the Contractor,
3. Certification for payments for the works executed in conformity with the contract requirements.
4. Approving contractor's method statements, material sources, and safety plan.
5. Provide all documentation, information and assistance requested by Bhaktapur District Court for its negotiations and dealings with affected parties, agencies and stakeholders.
6. Reviewing the quality control programs of the contractors.
7. Accepting or rejecting any part or parts of the completed works.
8. Making measurements and keeping measurement records.
9. Maintaining records of daily progress, correspondence, and diaries.
10. Certifying completion of part or all of the works.
11. Reviewing and recommending to the Employer variation orders, extensions of time, claims, and other matters that may come from each contractor.
12. Negotiating with contractor and recommending to the Employer the rates for any unscheduled items of work that may arise.
13. Advising the Employer's representative on all matters relating to the execution of the works; and assisting the representative with processing the contractor's possible claims.
14. Preparing, at the completion of the contracts, a consolidated project completion report.
15. Checking and certifying as-built drawings for the works prepared by the contractors.





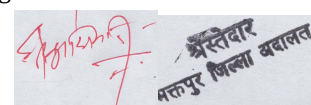
16. . Inspecting the works at appropriate intervals during the defects liability period and certifying the defects liability certificate for issuance by the Employer's representative.

The consultant shall be responsible to the Employer for complete construction supervision and inspection of all construction contracts and takes full liability of all the construction works to ensure that all works meet the required standards and specifications. The consultant shall keep the Employer informed of progress of construction. Progress Reports and Meetings below. Check and recommend schedules, check/prepare (as appropriate) drawings, prepare change orders, order contractor for regular and necessary tests, examine and certify construction contractor's bill, determine contract completion dates, conduct final inspections of the project, assemble written guarantees required of construction contractor and recommend the final certification for payment.

4. Tentative Staffing Requirements

The consulting services shall be carried out by National Consultants. The firm shall have extensive experience in the planning, survey, investigations, design and documentation, procurement and construction supervision of modern office building with traditional look. A permanent team of core staff would be required, although in preparing the proposal the consulting firm may propose alternative arrangement which in their opinion, will provide required services of an equivalent or better quality.

S. No.	Title	No.	Minimum Qualification/Experience/Expertise
1	Team Leader	1	Master's degree in Construction Project Management or other Engineering faculty with minimum 15 years experiences in Structural design and Supervision of Private /Government building projects etc.
2	Senior Architect	1	Master degree in Architecture with minimum 10 years experiences in Detailed A/E design and construction supervision of Private /Government building projects etc.
3	Structural Engineer	1	Master degree in Structural Engineering with minimum 10 years experiences in Detailed A/E design and construction supervision of Private/Government building projects etc.
4	Senior Civil Engineer	1	Master's degree in Civil Engineering with minimum 10 years experiences in Detailed A/E Construction supervision of Private/Government building projects.
5	Geo-Tech Engineer	1	Master's degree in Geotechnical Engineering with minimum 10 years experiences in Detailed A/E Construction supervision of Private/Government building projects.
6	Electrical Engineer	1	Master's degree in Electrical Engineering with minimum 10 years experiences in preparation of Electrical Design and supervision of Government / Private Buildings.
7	Sanitary Engineer	1	Master's degree in Sanitary Engineering with minimum 10 years experiences in Detailed A/E design and Supervision of Private/Government building projects.
8	Mechanical Engineer	1	Master's degree in Mechanical Engineering with minimum 10 years experiences in relevant projects.





S. No.	Title	No.	Minimum Qualification/Experience/Expertise
9	Contract Management Expert	1	Master's degree in Construction Management with minimum 10 years' experience in related field.
10	Computer Networking & Communication Specialist	1	Master's degree in Computer Engineering with minimum 10 years' experience in related field.

4.1. Role & Responsibilities (Key Personnel)

Team Leader

- Supervise consulting team members and monitor their performance to ensure quality of Supervision works.
- Ensure overall coordination and assist the entire team of consultants in performing their responsibilities and inputs to complete the construction supervision works on time.

Structural Engineer

- Structural Analysis of the buildings using SAP/ETAB other appropriate software if required.
- Supervision of the building construction & structural works.
- Assist in construction supervision by providing detail structural design working drawings.
- Monitoring of the Civil Engineering works.
- Assessment of technical needs based on client needs.
- Other relevant works related to the project.

Architect

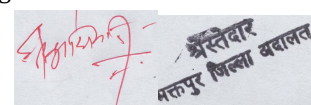
- Preparation of Detailed Architectural working drawings, reports.
- Supervision of the building construction works.
- Other relevant works related to the project.

Civil Engineer

- Assist for Efficient and effective utilization of resources (materials, manpower etc.).
- Assist for Planning and scheduling of construction activities and resource allocation.
- Supervision of the building construction works.
- Assist in Quality Control works.
- Maintaining records of daily progress, correspondence, and diaries.
- Other relevant works related to the project.

Geo-Tech Engineer

- Geotechnical Analysis of surface and subsurface soil strata of building site during excavation.
- Stability analysis of foundation and check whether the design is appropriate or not
- Preparation of working drawings & reports related to geotechnical works
- Supervision of all geotechnical works
- Other relevant works related to the project.





Electrical Engineer

- Preparation of Detailed Electrical working drawings.
- Supervision of Electric works.
- Other relevant works related to the project.

Sanitary Engineer

- Preparation of water supply and sanitation working drawings.
- Supervision of the water supply and sanitation system in the building works.
- Other relevant works related to the project.

Mechanical Engineer (HVAC Engineer)

- Preparation of lift system and other mechanical works and working drawing.
- Supervision of all mechanical works.
- Other relevant works related to the project.

Contract Management Expert

- To provide methods for Efficient and effective utilization of resources (materials, manpower etc.).
- Planning and scheduling of construction activities and resource allocation.
- Other relevant works related to the project.

Computer Networking & Communication Specialist

- Designing of data base & computer network system and provide working drawing etc.
- IT System requirement analysis.
- Other relevant works related to the project
- Supervision of the related works

5. Outputs / Deliverables

The consultant(s) shall prepare and submit all reports to Bhaktapur District Court as specified below.

- Monthly progress report
- As Built Drawings of existing structures
- Any other reports that deemed necessary as per contract & specified by Bhaktapur District Court from time to time

All reporting shall be in English and in the metric system, except as otherwise mentioned. The source of data/information shall be mentioned in the report. The reports shall be in A4 size and the drawings in A3 size or in any other appropriate size, as demanded by Bhaktapur District Court. The scales and sizes of the drawings shall be agreed upon between the consulting firm(s) and Bhaktapur District Court.

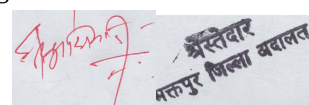
All the submissions shall be accompanied by the electronic version of the complete report compiled in PDF format and drawings in Auto CAD.

6. PROGRESS REPORTS AND MEETINGS

6.1 Progress Reporting

Prepare monthly progress reports according to the guidelines from Bhaktapur District Court. The monthly progress reports will include but not limited to:

- An up-dated cash flow, time schedule and resource projection compared to the target profile.
- A listing of outstanding scope change requests requiring action.





- A summary of concerns and decisions and required concerns and decisions which may affect the budget and /or the schedule.
- Explanations for any period variances in schedule completion and a recovery plan to meet the approved targets.

b) Meetings

- Attend meetings (technical meetings as well as review meetings) as required that will include discussion up-dated schedule status, cost trends and issues and potential decisions or actions required to complete the work in accordance with the approved work plan.
- Record proceedings of all meetings and deliver minutes within a day of each meeting.

6.2 SUBMISSION

Documents to be submitted

Submit the followings documents as specified. This list of documents is not necessarily complete and additional submittals may be required as determined by the **Employer**.

The timing for submission of the documents shall be as required by the employer.

- Minutes of all technical meetings attended.
- Interim running bills (progress bill) of contractor(s) after physically checking and verifying actual quantities and costs.
- Report of interface requirements with others
- Report on construction staging requirements.
- Risk Register.
- The Consultant shall prepare and submit the following reports (3 copies each) along with color photographs. The final report (Completion Report) shall be prepared and submitted in hard copy and soft copies (electronic copies) of the final report in CD-ROMs.

Report	Timeframe
Inception Report	1.00 month from the commencement date
Monthly Progress Reports	Monthly (by the 10th day of each month following the inception report)
Project Completion Report	Within 1.00 months from the completion of the contract packages.

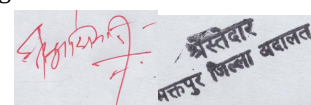
6.3 BILL VERIFICATION AND FORWARDING

The consultant will be liable for checking and verification of the bills prepared by the contractor on the basis of BOQ and actual work performed at site. The checked and verified bills will be forwarded by the consultant for payments through the Project Manager appointed by Bhaktapur District Court.

MODE OF PAYMENT

The mode of payment of the construction supervision to the consultant's will be on monthly basis as time-based payment based on the attendance of the resource person at the site taken under the project manager (Shresthedar of Bhaktapur District Court) and upon the submission of monthly progress report.

The consultant shall mobilize their manpower on the basis of work required in the site staying within the total contract amount and man-months indicated in the bill of quantities.





D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Notarized Copy of Valid Registration Certificate	
Notarized Copy of VAT Certificate	
Notarized Copy of Income Tax Clearance Certificate for FY 075/76	
Self-Declaration as per clause 40- 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business	

Note: Each member of the JV shall submit the above eligibility documents. In addition, in case of Joint Venture, following documents should be provided. Consulting firm or any member of joint ventures, failing to submit above basic criteria or if do not meet eligibility criteria mentioned above, the consulting firm will be considered as non-eligible and will not be considered for further evaluation. The supporting documents in the form of copies of registration certificate, VAT Certificate and Tax Clearance/Submission Certificate shall be attached here:

Joint Venture Agreement between the JV Partners duly signed & stamped with company seal by each member & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, name and signature of the authorized signatories. (In any case, the firms are not allowed to enter into more than one joint venture for same job)	
Power of attorney of authorized signatories of JV agreement from their respective firm with signature & seal for each member of JV.	
The total number of consulting firms including the lead firm should not exceed a maximum of three numbers in joint venture	
The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.	
Power of attorney to lead firm from JV partners	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	



<u>S.N.</u>	<u>ii) EOI Evaluation Criteria</u>	<u>Marks</u>
1	Qualification of Key Experts	30
	Experience of Key Experts	
2	General work experience of consulting firm	60
	Specific experience of consulting firm within last 7 years.	
3	Financial Capacity	10

Detail Evaluation Criteria of the EOI document are as follows:

S.N.	Description	Marks	Max Marks
1	Proposed Key Professionals for the Study (Qualification & Experience)		30
I	Qualification of the Key Personnel: Marks will be equally distributed among the list of key Personnel/Professionals		5
II	Experience of the Key Professionals:		25
A	Team Leader (Minimum 15 years of experience with Master's degree in relevant subject)		4
B	Senior Architect (Minimum 10 years of experience with Master's degree in relevant subject)		3
C	Structural Engineer (Minimum 10 years of experience with Master's degree in relevant subject)		3
D	Senior Civil Engineer (Minimum 10 years of experience with Master's degree in relevant subject)		3
E	Remaining others 6 Key Personnel/Professionals (Minimum 10 years of experience with Master's degree in relevant subject)		12
2	Experience of the Firm		60
I	General Work Experience of the firm		10
II	Work experience of the firm in Design of institutional Building Project in last 7 Years (With minimum value of each project 500 million)		10
III	Work experience of the firm in construction supervision of institutional Building Project in last 7 Years. (Minimum value of each project 300 million)		40
1	Financial Capacity		10
I	Financial Capability of the Firm Average Annual Turnover (AAT) for best three years of last seven consecutive fiscal years (Minimum annual turnover 5 million for single entity and 10 million for cumulative of IV)		10
	TOTAL MARKS		100

EOI Document for Bhaktapur District Court

Note:

1. The relevant figures/numbers of each members of joint venture shall be added together to calculate cumulative figures/numbers of the joint ventures for the purpose of evaluation.
2. The experience of the firm should be supported with evidence/proof in the form of notarized experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof will not be considered for evaluation.
3. The professionals hired from outside or part time/resource person will be evaluated with only 80 % weightage.
4. Employee of Government or Semi Government or Government affiliated institution's employee need to submit official no objection letter to provide consultancy services. Failure to submit no objection letter for these professionals, evaluation of such professionals will not be done.
5. If the same key professional is proposed by two or more firms/JV for the job, marks will not be given for such professional.
6. Similarly, same key personnel should not be proposed for more than one designation. If proposed so, marks will not be given for such professional.

List of Key Expert

1	Team Leader
2	Senior Architect
3	Structure Engineer
4	Senior Civil Engineer
5	Geo-Tech Engineer
6	Water supply/Sanitary Engineer
7	Electrical Engineer
8	Procurement Specialist Engineer
9	HVAC Engineer
10	Computer Networking & Communication Specialist

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution/company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



E. EOI Forms & Formats

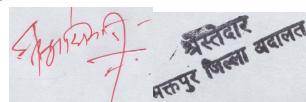
Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific*)

Form 4. Capacity

Form 5. Qualification of Key Experts





1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

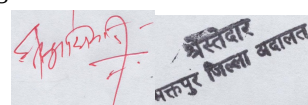
[Person]

[Company]

[Address]

[Phone, Fax, Email]

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



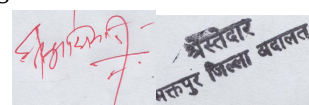


6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):



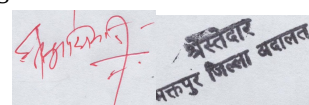


2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staffs:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)





3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



3(B). Specific Experience

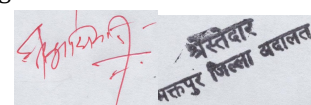
Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro): With project cost:
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract



**Details of similar assignments undertaken in the previous seven years**

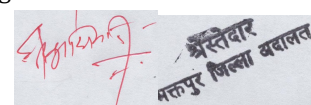
(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

Work experience of the firm in Design of institutional Building Project in last 7 Years and work experience of the firm in supervision of institutional Building Project in last 7 Years

S.N.	Project Name/Client /Funding agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involvement (Single/JV)
1							
2							
3							
4							
5							
6							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, notarized copy of Experience Certificate)

Firm's Name: _____



**4(A). Financial Capacity**

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted for the above.)



5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

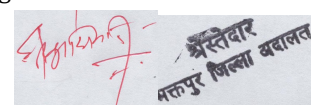
SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1		Team Leader				
2		Senior Architect				
3		Structure Engineer				
4		Senior Civil Engineer				
5		Geo-Tech Engineer				
6		Water supply/ Sanitary Engineer				
7		Electrical Engineer				
8		Procurement Specialist Engineer				
9		HVAC Engineer				
10		Computer Networking & Communication Specialist				

Attach 1) Brief CV indicating projects completed 2) Notarized copy of NEC membership certificate person holding engineering degree. 3) Notarized copy of Academic Certificates.

Date:

Signature & Designation of Applicant:

Seal of the Firm





JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide Joint Venture Information

SN	Name of Firm	Postal Address, Tel, Fax and E-Mail	Name of Contact Person	Telephone of Contact Person	Share Percentage In JV
1.	Lead Firm:				
2.	Partner Firm:				
3.	Partner Firm:				

Note:

1. Maximum three (3) Firms can make Joint Venture.
2. In case of JV, the minimum share percentage of lead firm must be 40. Also, the lead firm should hold the power of attorney.
3. Provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

Attachment

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies) of the Applicants

Yes/No



SELF DECLARATION FORM

Date:

To,
The Shresthedar,
Bhaktapur District Court,
Durbar Square, Bhaktapur
Nepal

Sir,

We,

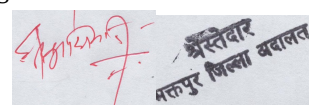
(name of all Consulting Firm) declare that we are legally eligible to participate in the procurement process of consulting services for the
Construction Supervision and Preparation of Detail Working Drawing of Bhaktapur District Court New Construction Building Project

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last five years.

Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)

(Note: Each Consultant in JV need to submit Self Declaration document either jointly or individually with original signed and stamped with company seal together with EoI document)





Terms of Reference (ToR)

For

**Construction Supervision and Preparation of Detail
Working Drawing of Bhaktapur District Court New
Construction Building Project**

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Annex-1

Terms of Reference (ToR)

For

Construction Supervision and Preparation of Detail Working Drawing of Bhaktapur District Court New Construction Building Project.

1. Project Information

Bhaktapur District Court is planning to construct New buildings and other infrastructures at **Chyamasing, Jagati, Bhaktapur** and intends to prepare separate lists of competent local consulting firms for the ***Preparation of working drawing, Construction Supervision for this purpose.*** This Invitation for Expression of Interest (EoI) is made to invite applications from interested and eligible local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures (JV) for the assignment.

The Consultant shall review and conduct cross verification of map with the real site before proceeding to the Consulting Job.

2. Objectives of the Consulting Service:

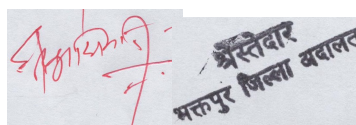
The main objective of this consulting service is to provide construction supervision of a Bhaktapur District Court New Building Project in order to ensure qualitative works with necessary detail working drawing as per approved design drawings and documents within stipulated time of 24 months.

3. Scope of the Services

The Consultant, under the Terms of Reference (TOR) and in close co-ordination with Bhaktapur District Court, shall carry out activities & deliver services. The consulting services must carry out Construction Supervision and provides detail working drawing as per approved design of Bhaktapur District Court New Construction Building Project. The Consulting firm must provide technical personnel required to supervise the Building with double basement, Complete finishing, land scaping, and MEP (Mechanical, plumbing, and electrical works along with Firefighting) works for smooth and qualitative works. : Preparation of working Drawing and Construction Supervision Phase

The Consultant shall check the previous approved drawing and design whether the drawing and design is following the standard codes of practice, norms and other applicable guidelines or not. If any changes are required on structural design, Architectural design and MEP design the consultant must design and provide complete drawing to employer and contractor during construction without claiming extra cost. The consultant is liable to provide detail working drawing (Architectural, Structural, MEP) to the contractor for the execution of project at the site. The following points are also the part of this TOR

- If any changes in the design, due to faulty design, are required, the consultants should correct it and must provide corrected design and drawing to Bhaktapur District Court and Contractor for the project execution without extra cost. The





consultant must assist Bhaktapur district court for the approval of changes in the design and drawing from Supreme Court of Nepal and other Concerned Authorities

- Detail drawing of existing structures (if not available) and their utilization
- Detailed Architectural Design and Working Drawings
- Detailed Structural working Drawings
- Detailed Mechanical Drawings
- Detailed Electrical Design and Drawings
- Detailed Sanitary Design and Drawings
- Communication Network
- ICT Network
- Detailed Fire Safety Design & Drawings
- CCTV system
- HVAC system (Central AC system)
- Detailed Landscape
- Detailed list of Furniture and Equipment for the project
- Infrastructures facilitating for differently-able person
- Site Development Works & others
- Bill of Quantities for each building & other infrastructures therein.
- Rain Water Harvesting Plans

The Consultant needs to provide expert support to Bhaktapur District Court during construction by providing proper instruction to contractor, qualitative supervision.

Contract Administration

Meet with stakeholders and others, as necessary, to ensure that all interface requirement are addressed and integrated during construction. The consultant shall take responsibility of contract administration in accordance with the provisions of the contract between Bhaktapur District Court and the construction contractor and ensure the quality of works executed by the Contractor as per the contract. The Consultant shall be responsible for construction supervision to ensure timely completion of the contract, providing working drawings and instructions to the contractor, checking and approving Contractor's shop drawings, laying out the Buildings on site as per the Plan, measurement of works executed by the Contractor, certification for payments for the works executed in conformity with the contract requirements. The Contractor(s) proposed implementation schedule shall be reviewed thoroughly by the Consultant. Interrelations between the various activities shall be carefully reviewed particularly with respect to time allocation, commencement and completion dates. At the end of this procedure, an agreed implementation schedule should be provided by the contractor(s) to the satisfaction of all parties.

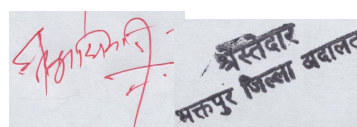
The consultant shall submit their resource person (manpower) allocation schedule accordingly

a. Supervision of Construction Works

The Consultant should provide the necessary supervisory staff to be employed during the period of implementation in executive and supervisory capacities in respect of the construction contracts. The Consultant will be delegated with all normal duties and powers of the "Residential Engineer as a project manager" for the implementation of the project.

The Consultant will check, approve, reject and record, as the case may be, inter alia, the following:

- Contractor(s)' construction plant and equipment





- Construction Materials
- Concrete testing, procedures and results
- Construction of site works: concrete structures, steel structures, finishing, mechanical, water supply, sanitation & electrical works and other utilities as required.
- Review and approve all methods proposed by the Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.
- Re-design if any parts or element requires so.

b. Issue of Instructions to the Contractor(s)

These services will relate to the fulfillment of the contractor(s)' duties from drawing up and approval of the work program till the completion of works. The services will include issuing field instructions in writing as required relating to:

- Quality of materials used in the works and quality of construction work
- Equipment and methods of construction
- Supervision, checking and testing of works carried out.
- Clarification of drawings and specifications.
- Progress of works to ensure that the work program is adhered to.
- The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the BDC

c. Advice to the Bhaktapur District Court (BDC) on Progress of Works

It is of outmost importance that the progress of the works is in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timetable. The Consultant will keep advised the BDC continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the BDC about the necessary measures to be taken to avoid dalliance of the project.

d. Inspection and Testing of Works

At all stages of implementation, the consultant shall carry out regular inspection of materials and workmanship and acceptance tests. The frequency of test shall be as per Norms and specification approved by BDC to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall remove or rectified immediately. Carry out inspection at time of substantial completion of the works and arrange for issue of the Initial Hand-Over Certificate in coordination with the BDC

Undertake periodic inspections during the Defects Liability Period and notify the BDC and Contractor of any defect on the construction works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with the BDC

e. Approval of Payment Certificates

1. The consultant shall check, verify the measurements of works done by the Contractor and submitted through interim/ final payment certificates and certify payments due to the Contractor to the BDC for approval and payments.



2. Certify all of the Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to the BDC for arranging payment.
3. The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site.
4. The consultant shall check and certify for approval the as built drawings submitted by contractor to the BDC.

f. Inspection of Defects and Preparation of Project Closure report

The consultant shall check, verify and issue order for correcting the defects that arises during the defect liability period in each three months from the date of issue of work acceptance letter.

Certify for final payment including release of retention money after defect liability period.

The consultant shall make a project closure report including work acceptance certificate, final contract bill along with the as built drawings submitted by the contractor.

➤ Responsibility for survey and design

Submission of the final reports does not relieve the consultant from their responsibility to the design. They shall bear full responsibility for:

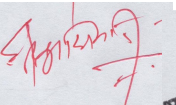
- Correctness of the design and all the calculations (except for the Standard Design, if used)
- Correctness of the drawings
- Correctness of any other details related to construction as per the Condition of Contract.

➤ Acceptance of responsibility

The Consultants may be asked to submit signed Statement of Acceptance of Responsibility as per BDC requirement.

In addition to the implementation schedule following shall be approved by the consultants.

1. Approving contractor's drawings, laying out the Buildings on site as per the Plan,
2. Measurement of works executed by the Contractor,
3. Certification for payments for the works executed in conformity with the contract requirements.
4. Approving contractor's method statements, material sources, and safety plan.
5. Provide all documentation, information and assistance requested by Bhaktapur District Court for its negotiations and dealings with affected parties, agencies and stakeholders.
6. Reviewing the quality control programs of the contractors.
7. Accepting or rejecting any part or parts of the completed works.
8. Making measurements and keeping measurement records.


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भक्तपुर जिला विकास समिति



9. Maintaining records of daily progress, correspondence, and diaries.
10. Certifying completion of part or all of the works.
11. Reviewing and recommending to the Employer variation orders, extensions of time, claims, and other matters that may come from each contractor.
12. Negotiating with contractor and recommending to the Employer the rates for any unscheduled items of work that may arise.
13. Advising the Employer's representative on all matters relating to the execution of the works; and assisting the representative with processing the contractor's possible claims.
14. Preparing, at the completion of the contracts, a consolidated project completion report.
15. Checking and certifying as-built drawings for the works prepared by the contractors.
16. . Inspecting the works at appropriate intervals during the defects liability period and certifying the defects liability certificate for issuance by the Employer's representative.

The consultant shall be responsible to the Employer for complete construction supervision and inspection of all construction contracts and takes full liability of all the construction works to ensure that all works meet the required standards and specifications. The consultant shall keep the Employer informed of progress of construction. Progress Reports and Meetings below. Check and recommend schedules, check/prepare (as appropriate) drawings, prepare change orders, order contractor for regular and necessary tests, examine and certify construction contractor's bill, determine contract completion dates, conduct final inspections of the project, assemble written guarantees required of construction contractor and recommend the final certification for payment.

4. Tentative Staffing Requirements

The consulting services shall be carried out by National Consultants. The firm shall have extensive experience in the planning, survey, investigations, design and documentation, procurement and construction supervision of modern office building with traditional look. A permanent team of core staff would be required, although in preparing the proposal the consulting firm may propose alternative arrangement which in their opinion, will provide required services of an equivalent or better quality.

S.N.	Title	No.	Minimum Qualification/Experience/Expertise
1	Team Leader	1	Master's degree in Construction Project Management or other Engineering faculty with minimum 15 years experiences in Structural design and Supervision of Private/Government building projects etc.
2	Senior Architect	1	Master degree in Architecture with minimum 10 years experiences in Detailed A/E design and construction supervision of Private /Government building projects etc.
3	Structural Engineer	1	Master degree in Structural Engineering with minimum 10 years experiences in Detailed A/E design and construction supervision of Private/Government building projects etc.

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भक्तपुर

S.N.	Title	No.	Minimum Qualification/Experience/Expertise
4	Senior Engineer Civil	1	Master's degree in Civil Engineering with minimum 10 years experiences in Detailed A/E Construction supervision of Private/Government building projects.
5	Geo-Tech Engineer	1	Master's degree in Geotechnical Engineering with minimum 10 years experiences in Detailed A/E Construction supervision of Private/Government building projects.
6	Electrical Engineer	1	Master's degree in Electrical Engineering with minimum 10 years experiences in preparation of Electrical Design and supervision of Government/ Private Buildings.
7	Sanitary Engineer	1	Master's degree in Sanitary Engineering with minimum 10 years experiences in Detailed A/E design and Supervision of Private/Government building projects.
8	Mechanical Engineer	1	Master's degree in Mechanical Engineering with minimum 10 years experiences in relevant projects.
9	Contract Management Expert	1	Master's degree in Construction Management with minimum 10 years' experience in related field.
10	Computer Networking & Communication Specialist	1	Master's degree in Computer Engineering with minimum 10 years' experience in related field.



4.1. Role & Responsibilities (Key Personnel)

Team Leader

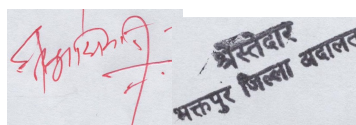
- Supervise consulting team members and monitor their performance to ensure quality of Supervision works.
- Ensure overall coordination and assist the entire team of consultants in performing their responsibilities and inputs to complete the construction supervision works on time.

Structural Engineer

- Structural Analysis of the buildings using SAP/ETAB other appropriate software if required.
- Supervision of the building construction & structural works.
- Assist in construction supervision by providing detail structural design working drawings.
- Monitoring of the Civil Engineering works.
- Assessment of technical needs based on client needs.
- Other relevant works related to the project.

Architect

- Preparation of Detailed Architectural working drawings, reports.
- Supervision of the building construction works.
- Other relevant works related to the project.





Civil Engineer

- Assist for Efficient and effective utilization of resources (materials, manpower etc.).
- Assist for Planning and scheduling of construction activities and resource allocation.
- Supervision of the building construction works.
- Assist in Quality Control works.
- Maintaining records of daily progress, correspondence, and diaries.
- Other relevant works related to the project.

Geo-Tech Engineer

- Geotechnical Analysis of surface and subsurface soil strata of building site during excavation.
- Stability analysis of foundation and check whether the design is appropriate or not
- Preparation of working drawings & reports related to geotechnical works
- Supervision of all geotechnical works
- Other relevant works related to the project

Electrical Engineer

- Preparation of Detailed Electrical working drawings.
- Supervision of Electric works.
- Other relevant works related to the project.

Sanitary Engineer

- Preparation of water supply and sanitation working drawings.
- Supervision of the water supply and sanitation system in the building works.
- Other relevant works related to the project.

Mechanical Engineer (HVAC Engineer)

- Preparation of lift system and other mechanical works and working drawing.
- Supervision of all mechanical works.
- Other relevant works related to the project.

Contract Management Expert

- To provide methods for Efficient and effective utilization of resources (materials, manpower etc.).
- Planning and scheduling of construction activities and resource allocation.
- Other relevant works related to the project
- Computer Networking & Communication Specialist
- Designing of data base & computer network system and provide working drawing etc.
- IT System requirement analysis.
- Other relevant works related to the project
- Supervision of the related works

5. Outputs/ Deliverables

The consultant(s) shall prepare and submit all reports to Bhaktapur District Court as specified below.

- Monthly progress report

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भक्तपुर



- As Built Drawings of existing structures
- Any other reports that deemed necessary as per contract & specified by Bhaktapur District Court from time to time.

All reporting shall be in English and in the metric system, except as otherwise mentioned. The source of data/information shall be mentioned in the report. The reports shall be in A4 size and the drawings in A3 size or in any other appropriate size, as demanded by Bhaktapur District Court. The scales and sizes of the drawings shall be agreed upon between the consulting firm(s) and Bhaktapur District Court.

All the submissions shall be accompanied by the electronic version of the complete report compiled in PDF format and drawings in Auto CAD.

6. PROGRESS REPORTS AND MEETINGS

6.1 Progress Reporting

Prepare monthly progress reports according to the guidelines from Bhaktapur District Court. The monthly progress reports will include but not limited to:

- An up-dated cash flow, time schedule and resource projection compared to the target profile.
- A listing of outstanding scope change requests requiring action.
- A summary of concerns and decisions and required concerns and decisions which may affect the budget and/or the schedule.
- Explanations for any period variances in schedule completion and a recovery plan to meet the approved targets.

b) Meetings

- Attend meetings (technical meetings as well as review meetings) as required that will include discussion up-dated schedule status, cost trends and issues and potential decisions or actions required to complete the work in accordance with the approved work plan.
- Record proceedings of all meetings and deliver minutes within a day of each meeting.

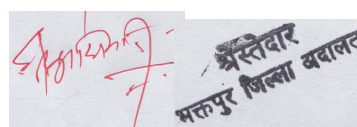
6.2 SUBMISSION

Documents to be submitted

Submit the followings documents as specified. This list of documents is not necessarily complete and additional submittals may be required as determined by the **Employer**.

The timing for submission of the documents shall be as required by the employer.

- a. Minutes of all technical meetings attended.
- b. Interim running bills (progress bill) of contractor(s) after physically checking and verifying actual quantities and costs.
- c. Report of interface requirements with others
- d. Report on construction staging requirements.
- e. Risk Register.
- f. The Consultant shall prepare and submit the following reports (3 copies each) along with color photographs. The final report (Completion Report) shall be prepared and submitted in hard copy and soft copies (electronic copies) of the final report in CD-ROMs.



Report	Timeframe
Inception Report	1.00 month from the commencement date
Monthly Progress Reports	Monthly (by the 10th day of each month following the inception report)
Project Completion Report	Within 1.00 months from the completion of the contract packages.



6.3 BILL VERIFICATION AND FORWARDING

The consultant will be liable for checking and verification of the bills prepared by the contractor on the basis of BOQ and actual work performed at site. The checked and verified bills will be forwarded by the consultant for payments through the Project Manager appointed by Bhaktapur District Court.

MODE OF PAYMENT

The mode of payment of the construction supervision to the consultant's will be on monthly basis as time based payment based on the attendance of the resource person at the site taken under the project manager (Shresthedar of Bhaktapur District Court) and upon the submission of monthly progress report.

The consultant shall mobilize their manpower on the basis of work required in the site staying within the total contract amount and man-months indicated in the bill of quantities.