



Supreme Court of Nepal
Ramshahpath, Kathmandu, Nepal

Expression of Interest (EOI)

For

Preparation of Masterplan, Conceptual Designs, Detail Architectural & Engineering Design, Cost Estimate and Tender Document of New Construction Project at Bhaktapur District Court, Bhaktapur

EoI-1/2073/74

January, 2017

उप-रजिष्टार



Supreme Court of Nepal

Ramshahpath, Kathmandu, Nepal

Invitation for Expression of Interest (EoI) for Consultancy Services

(EoI-1/073/074)

(Date of First Publication 2073/10/09)

1. Supreme Court of Nepal is planning to construct New buildings and other infrastructures for the **Bhaktapur District Court, Bhaktapur** and intends to prepare separate lists of competent local consulting firms for the *Preparation of Masterplan, Conceptual Designs, preparation of Detail Architectural and Engineering Design, Cost Estimate and Tender Document* 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.
2. The consulting firm can apply either singly or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV.
3. EoI documents could be obtained free of cost during office hours on all government working days within 15th day of first date of publication of this notice from Supreme Court New Construction Project (SCNCP) under *Planning and Physical Administration Division (PPAD) of Supreme Court* or can be downloaded from the website <http://www.supremecourt.gov.np>. The instructions to applicants, prescribed formats, evaluation criteria, and detail information as well as the indicative Terms of Reference for the Job is provided in Annex-1 along with EoI document.
4. Duly completed EoI documents in hard copy should be submitted for each Job separately to the address mentioned below clearly mentioning the name of the Job in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice:
The Registrar
Supreme Court of Nepal
Ramshahpath, Kathmandu, Nepal
5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EoI documents received after the due date & time, shall be considered late, summarily rejected and returned un-opened.
6. The completed EoI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16th day of first date of publication 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. 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.
8. Request for Proposal (RFP) for each Job will be issued to qualified short listed firms for respective Job for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
9. Supreme Court reserves the right to accept or reject any or all EoI applications with or without giving any reason whatsoever.
10. Further information on this EoI can be obtained from above address of Supreme Court during office hours in all working days prior to the deadline of submission of EoI.

उप-रजिष्ट्रार



Supreme Court of Nepal
Ramshahpath, Kathmandu, Nepal

Invitation for Expression of Interest (EoI) for Consultancy Services

(EoI-1/2073/74)

(Date of First Publication -----)

1. Supreme Court of Nepal is planning to construct New buildings and other infrastructures for the **Bhaktapur District Court, Bhaktapur** and intends to prepare separate lists of competent local consulting firms for the *Preparation of Masterplan, Conceptual Designs, preparation of Detail Architectural and Engineering Design, Cost Estimate and Tender Document* 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.
2. The consulting firm can apply either singly or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV.
3. EoI documents could be obtained free of cost during office hours on all government working days within 15th day of first date of publication of this notice from Supreme Court New Construction Project (SCNCP) under *Planning and Physical Administration Division (PPAD) of Supreme Court* or can be downloaded from the website <http://www.supremecourt.gov.np>. The instructions to applicants, prescribed formats, evaluation criteria, and detail information as well as the indicative Terms of Reference for the Job is provided in Annex-1 along with EoI document.
4. Duly completed EoI documents in hard copy should be submitted for each Job separately to the address mentioned below clearly mentioning the name of the Job in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice:
The Registrar
Supreme Court of Nepal
Ramshahpath, Kathmandu, Nepal
5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EoI documents received after the due date & time, shall be considered late, summarily rejected and returned un-opened.
6. The completed EoI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16th day of first date of publication 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. 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.
8. Request for Proposal (RFP) for each Job will be issued to qualified short listed firms for respective Job for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
9. Supreme Court reserves the right to accept or reject any or all EoI applications with or without giving any reason whatsoever.
10. Further information on this EoI can be obtained from above address of Supreme Court during office hours in all working days prior to the deadline of submission of EoI.

उप-रजिष्ट्रार



1. INSTRUCTIONS TO APPLICANTS

1.1 INTRODUCTION

1.1.1 Scope of Qualification

Supreme Court intends to prepare lists of competent local consulting firms for *Preparation of Masterplan, Conceptual Designs, preparation of Detail Architectural and Engineering Design, Cost Estimate and Tender Document for Bhaktapur District Court at Bhaktapur.*

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 separately for the job.

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EoI have the following meanings:

“Applicant” means a single consulting firm or their joint venture that intends to submit or submit completed EoI document as per notice and this EoI document.

“Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EoI process, is the authorized signatory to the process, and is the point of contact for Supreme Court in connection with the process.

“Bidder” means a successful Applicant those are short listed under this EoI and submits Technical and Financial proposal in response to RFP.

“IT” means "Income Tax".

“JV” means "Joint Venture".

“Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EoI and perform the assignment.

“EoI” means "Expression of Interest".

“Project” means the Supreme Court New Construction Project intended for study under this EoI and RFP.

“RFP” means a Request for Proposal.

“TOR” means "Terms of Reference".

“VAT” means "Value Added Tax".

1.2 GENERAL INSTRUCTION TO CONSULTANTS

1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting Supreme Court during office hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below;

Supreme Court New Construction Project

Planning and Physical Administration Division

Supreme Court, Ramshahpath, Kathmandu

Tel: - 01-4218164

उप-रजिष्ट्रार



1.2.2 Amendment to EOI Documents

At any time prior to the deadline for the submission of the completed EOI document, Supreme Court may amend the EOI, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant. The amendment will be posted in the official website of the Supreme Court.

All Applicants who officially received the document before amendment from the Supreme Court will be notified in official email of the applicants. The applicants will be required to acknowledge receipt of any amendment by letter or by reply email within three business days of such receipt. Otherwise, Supreme Court will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

1.2.3 Cost of Preparation of EOI and Liability

Applicant shall bear all costs associated with the preparation and submission of the EOI document. Supreme Court will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. Supreme Court shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.2.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. Supreme Court will make every effort to treat such documents in confidence as far as possible.

1.2.5 Joint Liability for Joint Venture Firms

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.3 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.3.1 Sealing and Marking

1. The Applicant shall seal the one original and one copy of the completed EOI in separate envelopes, duly marking the envelopes as "Original" and "Copy". These envelopes shall then be sealed in an outer envelope and marked as "Expression of Interest". The inner as well as outer envelope shall clearly mention the Job number and title of consulting Job.
2. The inner and the outer envelopes shall be addressed to:
*The Registrar
Supreme Court
Ramshahpath, Kathmandu*
3. The envelopes shall also indicate the name and address of the Applicant for identification purposes.
4. The Applicant shall also submit an electronic copy of the EOI documents. However, the evaluation of the EOI document shall be done only based on the hard copy of the EOI application submitted by the applicant.

1.3.2 Deadline for Submission

1. The completed EOI document must be submitted to Supreme Court at the address specified in Section 1.3.1 before 12:00 Hr. Nepal Standard Time (NST) **within 16th day from the date of first publication of this notice.**
2. The completed EOI documents received by Supreme Court after the deadline set forth in Section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.

उप-रजिष्ट्रार



3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.3.3 Withdrawal of EOI document

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted.

1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in Clause 1.3.2 (1) will be opened at **14.00 Hrs.** NST on the **16th day of first date of publication** 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 representative, however, shall not obstruct or prevent the opening of the EoI in any way. Applicants' each designated representative must bring a letter from the Applicant stating that he/she is authorized to represent the applicants for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of Supreme Court will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.5 PREPARATION OF THE EOI DOCUMENT

Detail procedure for preparation of EOI documents is given in Section – 2.

1.6 EVALUATION PROCESS

Supreme Court will carry out evaluation of the EOI documents based on the criteria approved by Supreme Court. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Acts and Regulations of Nepal.

The evaluation of EoI documents will be done in two stages (i) Screening of EoI Document of all firms for eligibility; and (ii) Evaluation of EoI document of eligible firms.

1.6.1 Screening of EoI Documents

All EOI documents received and duly opened as per Clause 1.4 of this document shall be screened to determine the eligibility of the Applicant. The basic criteria shall be as given in the attached Form A-4. The information/data provided in the form will be scrutinized to determine the eligibility of the Applicant. Only the Applicants fulfilling all the requirements will be considered as eligible for further consideration.

1.6.2 Detailed Evaluation of EoI documents

Applicants fulfilling the eligibility requirements as mentioned in Clause 1.6.1 will be further evaluated based on financial capability, experience of the Applicant in similar projects and specific experience of experts proposed for the study. Ongoing and planned projects shall not be considered for evaluation.

A scoring system is adopted to rank the Applicants in the order of merit based on the criteria. The maximum overall score that any Applicant can obtain is set at **100 Marks** and is distributed as follows:

S No	Description	Marks
1	Financial/Managerial Capability of the Firm	20
2	Experience of the Firm	60
3	Proposed Key Professionals for the Study	20

उप-रजिष्ट्रार



The qualification criteria in each category has been further
Detail Evaluation Criteria of the EOI document are as follows:

S No	Description	Marks	Max Marks
1	Financial / Managerial Capacity		20
I	Financial Capability of the Firm Average Annual Turnover (AAT) for best three years of last five consecutive fiscal years		10
II	Managerial Capability of the Firm Availability of Technical & Managerial Core Staffs (Full Time) of Firm		10
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		40
III	Work experience of the firm in design and construction supervision of institutional Building Project in last 7 Years.		10
3	Proposed Key Professionals for the Study (Qualification & Experience)		20
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:		15
A	Team Leader/ Senior Structural Engineer (Minimum 5 years of experience with Master's degree in relevant subject)		5
B	Senior Architect (Minimum 5 years of experience with Master's degree in relevant subject)		3
C	Remaining others 7 Key Personnel/Professionals (Minimum 5 years of experience with Master's degree in relevant subject)		7
	TOTAL MARKS		100

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 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.

उप-रजिष्ट्रार



List of Key Personnel/Professionals

1. Team Leader / Structure Engineer
2. Senior Architect
3. Civil Engineer
4. Electric Engineer
5. Sanitary Engineer
6. Mechanical Engineer
7. Geo- Tech Engineer
8. Procurement Specialist
9. Computer Networking & Communication Specialist

1.6.4 Shortlisting of the Applicants

Only six top ranked Applicants obtaining at least 60% marks in the EoI evaluation process will be shortlisted and considered as qualified firms.

Request for Proposal (RFP) will be issued to qualified short listed firms for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.

1.6.5 Clarification during Evaluation by Supreme Court

1. During the evaluation, Supreme Court may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by hand or by any other means of communication to Supreme Court at the address given in Clause - 1.2.1.
2. Failure to provide information essential clarification, or to provide timely clarifications or substantiation of the information furnished, Supreme Court would be at liberty to declare such Applicant as non-responsive and reject his/her document.

1.6.6 Rejection of EOI Document of Applicant

1. Supreme Court reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
2. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures. In addition, in such cases, legal action shall be taken as per prevailing rules and regulations.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualified or non-qualified will be notified in writing the result of evaluation of qualification in due course of time. Applicants listed in the shortlisting will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

1.8 INDICATIVE SCOPE OF WORKS

The information regarding the project and project area, scope of work etc. are provided in Indicative Scope of Works in Annex-1.

उप-रजिष्ट्रार



2. PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form. *The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.*

2.1.1 Documents for EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Information Regarding Technical & Financial Capability of the Consulting Firm

Form Type	Description/Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information
Form A-3	Self-Declaration
Form A-4	Eligibility Status
Form A-5	Identification of the Consulting Firm
Form A-6	Financial Capacity of the Firm
Form B	Relevant Work Experiences
Form B-1	Relevant Work Experience in Design and of Institutional Building
Form B-2	Relevant Work Experience in Construction Supervision of Institutional Building
Form B-3	Details of Form B-1 and B-2
Form C	Details of Key Professionals

Note: The EOI Documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Form

2.1.2 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.
2. The Applicant shall enclose notarized copies of registration certificate, VAT certificate, and Tax clearance certificate. The applicants shall also enclose notarized copies of experience certificate or completion certificate, audit report of last five years and other relevant information.

उप-रजिष्ट्रार



FORM A-1

LETTER OF SUBMISSION

[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)

Date:

To:

The Registrar,
Supreme Court,
Ramshahpath, Kathmandu,
Nepal

Sirs,

Being duly authorized to represent and act on behalf of
.....
.....
.....

(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by Supreme Court as a consultant for the

Preparation of Masterplan, Conceptual Designs, preparation of Detail Architectural and Engineering Design, Cost Estimate and Tender Document for Bhaktapur District Court at Bhaktapur.

1. Supreme Court and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. Supreme Court and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that all decisions by Supreme Court related to this EOI are final, binding and not subject to review. Supreme Court shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.
5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

Expression of Interest (EOI) for Bhaktapur District Court

Page | 8

उप-रजिष्ट्रार



6. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed :

Name :

Designation :

For and on behalf of (Name of Applicant :
or Lead Firm in the joint venture)

उप-रजिष्टार



FORM A-2

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

उप-रजिष्टार



FORM A-3

SELF DECLARATION FORM

Date: ...

To,
The Registrar,
Supreme Court,
Ramshahpath, Kathmandu,
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

Preparation of Masterplan, Conceptual Designs, Detail Architectural and Engineering Design, Cost Estimate and Tender Document for Bhaktapur District Court at Bhaktapur.

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)

उप-रजिष्ट्रार



FORM A-4

ELIGIBILITY STATUS

A. Eligibility Requirement

S No	Description	Status	Remarks
1	Notarized Copy of Valid Registration Certificate		
2	Notarized Copy of VAT Certificate		
3	Notarized Copy of Income Tax Clearance Certificate for FY 072/73 or Income Tax clearance /submission certificate for FY 072/73.		
4	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

S No	Description	Status	Remarks
i	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. <i>(In any case, the firms are not allowed to enter into more than one joint venture for same job)</i>		
ii	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & seal for each member of JV.		
iii	The total number of consulting firms including the lead firm should not exceed a maximum of three numbers in joint venture		
iv	The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.		
v	Power of attorney to lead firm from JV partners		
vi	The lead firm should have an Average Annual Turnover (AAA) of at least NRs. 3 million on average in the best three fiscal years among last five consecutive fiscal years.	AAT of the Lead Firm = M NRs	

उप-रजिष्ट्रार



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:

उप-रजिष्टार



FORM A-5

IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:

Address:

Telephone number: Fax number: E-mail: Others:	Year of Establishment: Number of Years since establishment:
Corporate Registration: Date of Registration: Registration No: Date of last renewal: Valid up to:	VAT Registration: Date of Registration: VAT Registration No:
Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence): Mobile no: Fax: Email:	

Note: In case of the applicant being joint venture, provide similar information for each member in the joint venture separately

उप-रजिष्ट्रार



Form A-6

FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

Turn Over of last five consecutive fiscal years

Description	FY	FY	FY	FY	FY
Turnover (NRs.)					

Note:

1. Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years

उप-रजिष्ट्रार



FORM B-1

RELEVANT WORK EXPERIENCE OF THE FIRM IN DESIGN OF INSTITUTIONAL BUILDING PROJECTS (LAST SEVEN YEARS)

S. N.	Name of Project	Location	Client	Value of Contract	Year of Completion	Project Cost	Description of Relevant Work Carried out
1.							
2.							
3.							
4.							

Note: Details of the work completed by Consulting Firm (s) should be filled in Form B-3

Date:

Signature & Designation of Applicant:

Seal of the Firm

उप-रजिष्ट्रार

FORM B-2



RELEVANT WORK EXPERIENCE OF THE FIRM IN CONSTRUCTION SUPERVISION OF INSTITUTIONAL BUILDING PROJECTS (LAST SEVEN YEARS)

S. N.	Name of Project	Location	Client	Value of Contract	Year of Completion	Project Cost	Description of Relevant Work Carried out
1.							
2.							
3.							
4.							

Note: Details of the work completed by Consulting Firm (s) should be filled in Form B-3

Date:

Signature & Designation of Applicant:

Seal of the Firm

उप-रजिस्ट्रार

FORM B-3

DETAILS OF FORM B-1 AND B-2

(DETAILS OF THE WORKS SHOWN IN FORM B-1, FORM B-2)



"The following information should be provided in the format indicated for each reference project for which your company, either individually as a corporate entity or as a one of the major companies within a consortium as legally contracted by the client stated below".

Project Name:		Country:	
Project Location:		Professional Staff Provided by your Company:	
Name of client:		No. Staff:	No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	Approximate Value of Services: No. of man-months of Professional Staff provided by associated firm(s).	
Name of associated firm(s) if any:			
Name of Senior Staff (Project Director/Coordinator, Team Leader, Key personnel) involved and functions performed:			
Detailed Narrative Description of Project;			
Detailed Description of actual Services Provided by your company:			

Note: Attach notarized work completion / experience certificate

उप-रजिष्ट्रार



FORM - C

DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR THE STUDY

S. N.	Designation	Name	NEC Certificate No. (If applicable)	Qualification (Including University & Year of Degree Obtained)	Years with Company	Total Years of Experience	Full or Part Time
1.	Team Leader / Structure Engineer						
2.	Senior Architect						
3.	Civil Engineer						
4.	Electrical Engineer						
5.	Sanitary Engineer						
6.	Mechanical Engineer						
7.	Geo- Tech Engineer						
8.	Procurement Specialist						
9.	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

उष-रजिस्ट्रार



Terms of Reference (ToR)

For

Preparation of Masterplan, Conceptual Designs, Detailed Architectural & Engineering (A/E) Design, Cost Estimate and Tender Document of Bhaktapur District Court New Construction Project.

1. Project Information

The Supreme Court (SC) of Nepal intends to develop physical infrastructures in the existing land area of Bhaktapur District Court.

2. Objectives of the Consulting Service:

The main objective of this consulting service is to prepare Masterplan and carry out Detailed Architectural and Engineering (A/E) Design, Cost estimate, Preparation of Tender Document & Support during Construction of following Physical Infrastructures of Bhaktapur District Court at Bhaktapur.

- a) Main Building
- b) Conference Hall (attached to main or annex building or separate)
- c) Annex buildings as necessary
- d) Landscaping
- e) Sit –Outs
- f) Security Barack and Security Post
- g) Guard house
- h) Road (within the compound)
- i) Parking (open/Closed)
- j) Main gate & other gates
- k) Gardening & greenery plantation on open spaces
- l) Compound Wall
- m) Water Tank
- n) Electrical Service Centre including Generator house
- o) Others, as per the Master Plan and necessity as deemed appropriate for the construction.

3. Scope of the Services

The Consultant, under the Terms of Reference (TOR) and in close co-ordination with SC, shall carry out activities & deliver services. The consulting services to be carried out by the Consultant have been divided into five major phases as follows.

- | | |
|------------|--|
| Phase I: | Preparation of Masterplan and Conceptual Designs |
| Phase II: | Detailed Architectural and Engineering Design & Drawings. |
| Phase III: | Approval from the concerned authority & other governmental agencies of designed documents. |
| Phase IV: | Preparation of Bidding Documents and Assisting the Procurement Process |

The scope of work to be carried out by the Consultant shall include but may not be limited to the following:



3.1. Phase I: Preparation of Masterplan and Conceptual Designs

Desk study

A desk study should be carried out, collecting all data, maps and information relevant to building design and reviewing for planning of further field survey and investigation works as well as detailed design.

Technical Feasibility Study

It should include reviewing the available data, collecting, reviewing and analysis of field data including topographic survey, nature and structure of surface soil and subsurface soil including groundwater and other information as required for the study and conducting analysis to decide upon the technical feasibility of the proposed physical infrastructure constructions. The study shall include the feasibility of the utilization of the existing structures, demolition required etc.

Masterplan & Conceptual Design

The Consultant has to prepare masterplan and conceptual design. At least three different alternatives shall be presented to the SC for the final approval of the masterplan and conceptual design.

3.2. Phase II: Detailed Architectural and Engineering Design & Drawings

Building Layout Selection

The most suitable Layout for the construction of buildings and other physical infrastructures based on the access to the road, adequacy of light as well as other building on the surrounding location shall be selected. The building layout should also be guided by climatic factors and environmental considerations such as solar, rain, wind, temperature, noise, light, energy efficiency, ventilation, etc. & other existing and / or planned facilities in the area.

Geo-technical Investigation

The Consultant should carry out Geo-Technical investigation of the proposed site to derive the detail engineering parameters for the design of foundation of the structures which includes subsurface exploration, soil exploration, bore-holes, field tests, laboratory tests etc.

Seismological Study

The Consultant shall collect and refer to the available seismic data / records of the area. According to the Nepalese Standard Code of Practice for Earthquake Resistant Design of Structures, Nepal National Building Code, Municipality Norms, Rule and Regulation shall be followed.

Consideration on Environment Protection:

The design of the building should incorporate environmental concepts such as avoiding/ minimizing adverse environmental impacts, recycling or reusing and proper handling of wastes, making optimal use of natural systems (such as solar energy and natural lights), health & safety as well as accident / emergency management measures, contributing to positive environmental aspects (such as recharging groundwater) etc. The consultant shall carry out environmental assessment to predict damages of the building construction to the Environment and attempt first to avoid and then to minimize the risks or damage through appropriate lay-out and design features. The unavoidable risks should be mitigated through appropriate mitigation measures (technology, type of structures, management etc.).

Analysis of Data, Conclusion and Recommendation of Design Parameters

Based upon the above mentioned studies and investigations the Consultant shall make best use of technical know-how and professional skill to arrive at and recommend the most cost effective design parameters.

Detailed Design and Quantity/Cost Estimates

Based on the collected information and results of the discussions mentioned above, the Consultant shall design the building following the standard codes of practice, norms and other applicable guidelines. The relevant codes for the design of Nepal National Building Code, Municipality Norms, Rules and Regulation shall be followed.



The Consultant is required to prepare detail design and cost estimates for each of the infrastructure mentioned in Section 2: Objective, inclusive of the following:

- As built drawing of existing structures (if not available) and their utilization
- Detailed Architectural Design and Working Drawings
- Detailed Structural 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)
- Environmental Enhancement and Protection Measures
- Detailed Landscape Design
- Detailed list of Furniture and Equipment for the project
- Infrastructures facilitating for differently-able person
- Site Development Works & others
- Technical Specifications and Cost Estimate
- Municipality Drawings and Services in getting approval from the concerned government agencies
- Bill of Quantities for each building & other infrastructures therein.
- Rain Water Harvesting Plans
- Soil Water Recharge System
- Removal/relocation of the redundant structures identified during feasibility
- Any other document necessary for the bidding process & construction permit.

Required Standards & Parameters

The following supplementary documents shall be prepared by consultant as well.

It is expected to prepare and submit clear and concise working drawing along with the report making three volumes as following.

Volume 1: Detailed design, requirements analysis, calculations and instructions etc. for architecture and engineering designs.

Volume 2: Tender document with approximate cost estimates, bill of quantities (BOQ) and specification.

Volume 3: Working drawings as specified in following section

Detailed Architectural Design (A/E) and Working Drawings

- Site plan (1:200) with landscape design.
- Floor plans (1:100)
- Furniture layout Plans (1:200)
- Finishing schedule plan
- False ceiling plan
- Four side elevations (1:100)
- Sectional elevations (1:100)
- Door and window schedule with detail drawings and specification.
- Blow up details (staircase, toilet, wall sections, lintel, sill, parapet, ducts, expansion joint, flooring and roofing, low walls or partition walls, hand rail, grill and more details other than mention here needed to be prepared.

Detail Structural Drawings in A3 size format

- Structural model
- Structural report including design philosophy, design parameters, load calculations. Calculation and design of structural components like slab, foundation, staircase, shear wall and lift etc.
- Detailed foundation drawings (Isolated, combined of raft/ pile if necessary)
- Column layout plan, column details.
- Vertical section along column showing lap and joint detail.
- Lift and other shear wall detail drawing
- Tie beam, foundation beam, toe wall, sill band, lintel band detail drawings.



- Beam – column junction details
- Slab reinforcement detail (Plan and section)
- Staircase details
- Water tank detail and drawing
- Other roofing like truss details if required
- Expansion and construction joint detail
- Ramp drawing and detail
- Other necessary details if required.

Detailed Electrical Design and Drawings

- Lighting layout plan
- Power layout plan
- Telecommunication layout plan
- Power backup system plan
- Sound system plan
- AC unit plan
- Lightning arrester and earthing detail
- Main distribution & distribution board design
- Specify the standard dimension and position for placement of the switches, plug sockets, height hanging light or wall light.
- Provide catalogue or picture of any fixture and fittings that has been recommended.
- Design report must indicate the design illumination levels with load calculation for each room.
- Other documents as necessary

Detailed Sanitary Design and Drawings

- Soil and waste pipe layout plan (specifying required slope)
- Hot water and cold water layout plan
- Rainwater harvesting plan and details
- Section detail of piping at the critical locations such as ducts bends etc.
- Isometric illustration for the piping.
- Toilets and other sanitary fixtures layout plan
- Blow up sections showing fixtures specifying height from the floor and floor slopes
- Septic tank and soak pit details with design calculation
- Storm water flow / storm drainage system
- Specify precaution or instruction if any

Detailed Fire Safety Design and Drawings

- Indicated appropriate measures of fire safety measures in compliance with prevailing NNBC.

Detailed Cost and Quantity Estimate including all Bill of Quantities (BOQ).

- Detail quantity estimate and abstract of cost of each component (such as each building, land development etc.) including removal/relocation of redundant structures
- Consolidated abstract of cost
- Bill of quantities(BOQ)
- Rate of items are to be used from the district rate analysis collecting them from the related division offices. If there are any items which are not included in that rate analysis, consultant has to prepare rate analysis for those items based on prevailing norms.
- Specification

Miscellaneous

Even if any activities required for the detail design and drawing is not covered by the above sections, it shall be the responsibility of the consultant to perform all those activities such as studies, explorations, tests surveys, calculations, etc. required to produce full and complete set of working drawings, specifications, bills of quantities, complete cost estimates and tender document for the construction of all infrastructures.



3.3. Phase III: Required Services during Design & Drawings approval from Municipality & other concerned agencies

Design & Drawings Approval

The Consultant shall provide required services to assist the SC to complete the approval of detail design & drawings from the Municipality and other related government agencies. The Consultant shall make necessary changes as required by the government agencies in order to get approval for the government authorities.

3.4. Phase IV: Preparation of Bidding Documents and Assisting in the Procurement Process

Bidding Documentation

The Consultant shall prepare Bidding Documents as per the Standard Bidding Documents prescribed by Public Procurement Monitoring Office (PPMO) including Technical Specifications, Drawings, and Bills of Quantities for all the infrastructures mentioned in Section 3. The Consultant will assist SC in carrying out the bidding process including the preparation of procurement plan, inviting bids, bid opening and evaluation. Upon receipt of bids, the Consultant shall assist the SC in the evaluation of the bids and preparing bid evaluation report in accordance with the SC procurement procedures and guidelines. After the Bidder(s) selection, the Consultant shall prepare and facilitate the contract agreement to be signed between the selected bidder and SC as per the specified agreed conditions.



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.

Consultant must attach the notarized copy of educational certificate.

S.N.	Title	No.	Minimum Qualification/ Experience/ Expertise
1	Team Leader/ Structure Engineer	1	Master's degree in Structural Engineering with minimum 5 years experiences or Bachelor degree in Civil Engineering with minimum 7 years experiences in structural design of Private /Government building projects etc.
2	Senior Architect	1	Master's degree in Architect or Urban Planning Engineering with minimum 5 years' experiences. Or, Bachelor degree in Architecture with minimum 7 years experiences in Detailed A/E design of Private /Government building projects etc.
3	Civil Engineer	1	Master's degree in Civil Engineering with minimum 5 years' experiences. Or, Bachelor degree in Civil Engineering with minimum 7 years' experiences in Detailed A/E design of Private /Government building projects with Detail Cost Estimates, BOQ and Specifications etc.
4	Electrical Engineer	1	Master's degree in Electrical Engineering with minimum 2 years' experiences. Or, Bachelor degree in Electrical Engineering with more than 5 years' experiences in preparation of Electrical Design of Government / Private Buildings with preparation of Detail Cost Estimates, BOQ and Specifications of Electrical Works.
5	Sanitary Engineer	1	Master's degree in Sanitary Engineering with minimum 2 years' experiences. Or, Bachelor degree in Civil Engineering with minimum 5 years' experiences in Detailed A/E design of Private /Government building projects with Detail Cost Estimates, BOQ and Specifications of Sanitary Works.
6	Mechanical Engineer	1	Master's degree in Mechanical Engineering with minimum 2 years of experience. Or, Bachelor degree in Mechanical Engineering with more than 5 years' experiences in relevant projects.
7	Geo-Tech Engineer	1	Masters in Geotechnical Engineering with minimum 2 years' experience in geotechnical design & analysis of office building
8	Procurement Specialist	1	Master's degree in Construction Management with minimum 2 years' experience in related field.
9	Computer Networking & Communication Specialist	1	Master's degree in Computer Engineering with minimum 2 years of experience. Or, Bachelor degree in Computer Engineering with more than 5 years' experiences in related field. Additional degree in computer & communication networking will be advantageous.
10	Draft Person	1	Minimum Certificate/ Diploma in related Subject and have 3 years' relevant work experience after Diploma.
11	Surveyor	1	Minimum Certificate/ Diploma in related Subject and have 2-year relevant work experience after Diploma.



4.1. Role & Responsibilities (Key Personnel)

Senior Architect

- Preparation of Detailed Architectural design & working drawings
- Preparation of tender documents, reports
- Supervision of the building construction works
- Other relevant works related to the project

Team Leader/ Structural Engineer

- Structural Analysis of the buildings using SAP/ETAB and other appropriate software
- Preparation of Detailed Structural design & drawings
- Preparation of tender and working structural drawings.
- Supervision of the building construction & structural works
- Other relevant works related to the project

Civil Engineer

- To prepare Cost estimate, Bill of Quantities (BoQ), Specification of Physical Infrastructures.
- 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

Electrical Engineer

- Preparation of Detailed Electrical design & drawings
- Preparation of tender and working drawings (Electrical)
- Supervision of Electric works
- Other relevant works related to the project

Sanitary Engineer

- Planning & Designing of water supply and sanitation system in the building.
- Preparation of water supply and sanitation design & drawings with detailed estimate.
- Supervision of the water supply and sanitation system in the building works.
- Other relevant works related to the project

Mechanical Engineer

- Preparation of Mechanical design & drawings with detailed estimate.
- Planning and designing of lift system and other mechanical works.
- Supervision of all mechanical works
- Other relevant works related to the project

Geo-tech Engineer

- Geotechnical Analysis of surface and subsurface soil strata of building site.
- Stability analysis of foundation.
- Planning and designing of suitable type of foundation based on geotechnical analysis.
- Preparation of drawings & reports related to geotechnical works
- Supervision of all geotechnical works
- Other relevant works related to the project

Procurement Specialist

- Preparation of procurement related documents required for the procurement of consulting services and works
- Assist in receiving bids/proposals and examining the same and in writing evaluation reports.
- Assistance in development of bidding document as prescribed by PPMO.
- Assistance in Tender Evaluation and contract negotiation.
- Other relevant works related to the project

Computer Network & Communication Specialist

- Designing of data base & computer network system 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 SC as specified below.

- Seismological, Environmental & Soil Investigation Report
- Standard Bidding Document
- Detailed Cost Estimate Report, BOQ & Specification
- Procurement Documents
- As Built Drawings of existing structures
- Inception Report (IR)
- Preliminary Design Report (PDR)
- Reports to Municipality
- Draft Detailed Project Report (DDPR)
- Final Detailed Project Report (FDPR)
- Summary of FDPR in Nepali
- Any other reports that deemed necessary as per contract & specified by SC 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 SC. The scales and sizes of the drawings shall be agreed upon between the consulting firm(s) and SC. All the submissions shall be accompanied by the electronic version of the complete report compiled in PDF format and drawings in Auto CAD.

6. Submission of Reports and Presentation of the Works

The Consultant shall submit the following reports:

Inception Report

The inception report should include the following information.

- The overall understanding of the project by the consultant/consulting firm;
- Methodology to be used in the construction process;
- Site inspection report and Future work plan;
- Any pertinent issues to be discussed, comments and recommendations.
- Any other information as deemed necessary

Masterplan and Conceptual Designs Report

The masterplan and conceptual design report should be submitted in two copies including the map of present situation information, among others. The SCNCP requires the Consulting firm to make a detailed presentation of the Report.

Preliminary Design Report

The preliminary design report should be submitted in two copies including the following information, among others. The SCNCP requires the Consulting firm to make a detailed presentation of the Design Report.

- Preliminary design concepts and short descriptions relating to the proposed structure and its major components, e.g. architectural, Structural, Water supply & Sanitation, Electrical, Mechanical, and others.
- It shall include location of proposed foundations and arrangement of the building components along with comparison between the possible alternative types.



Reports to Municipalities

The Consulting firm is required to prepare and submit necessary design/documents/reports required for the Municipalities and other government agencies. These documents, design and reports should follow the National Building Code and Municipality Norms, Rules and Regulation.

Draft Detailed Project Report

This report shall be in standard format, containing all the required components of the design and be presented in clear and easy to refer formats as per the general design guidance attached. The complete set of the report should consist of:

- (i) Volume I – Main Report
- (ii) Volume II – Drawings (architectural, structural, working, electrical, sanitary, 3D models & other detailed drawings)
- (iii) Volume III – Design calculations
- (iv) Volume IV – Cost estimate, BoQ and special provisions to standard specifications, if any (v) Appendices

This report shall be submitted in four copies. The Report shall also include the drawings, quantity and cost estimate of any Standard Design that is used in the design.

Presentation of the Draft Report

The Consultants shall present the design report in specified standard format and defend it to the SC to the submission of the final report. They shall review the issues raised during the presentation while finalizing the report and make necessary amendments/corrections if needed. The date and venue of the presentation shall be determined by mutual agreement between SC and the consultants. The cost of such presentation shall be borne by the consultants.

Final Detailed Project Report

Apart from the presentation, SC will verify the content of the report against the Terms of Reference and the checklist. SC may also discuss upon the technical content of the report and may suggest some changes if thought necessary. While preparing the Final Report the consultants shall consider the comments/suggestions and apply corrections or amendments if required. It does not, however, relieve the consultants of their responsibility over the technical content of the design. The final reports shall be submitted in four copies.

Soft Copy (electronic copy) of the design

Apart from the bound report the consultants shall submit soft copies (electronic copies) of the final report in CD-ROMs as specified in the checklist.



7. Defect Liability

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:

- Authenticity of all the field data including environmental, topographic and geological information
- 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

Assistance during construction phase

Certain input for the Key personnel will be provided to the Consultant during construction. The Consultant shall assist Supreme Court as necessary. If any changes in the design, due to faulty design, are required, the consultants should furnish it free of cost.

Acceptance of responsibility

The consultants could be asked to submit signed statement of acceptance of responsibility.

8. Payment Mode

The payment schedule will be as mentioned in the table below.

Design Phase

SN	Payment	Payment % of total contract amount for design phase	Preconditions for payment on approval of
1	First Installment	40	Approval of Inception Report & Masterplan and Conceptual Designs Report
2	Second Installment	40	Preliminary Design Report & Draft Design Report
3	Third Installment	20	Final Design Report Including approval for construction from concerned authority & Preparation of bidding documents.

9. Work Schedule

The work period will be 3 months for design phase.

The Consultant shall submit the work schedule for design phase only.

The expected work milestones for the study are shown below. It is the responsibility of the consultant to plan in detail the work schedule and expert man/months schedule to complete the assigned work within the assigned time frame and to meet the milestones mentioned below.

Milestones from the signing of agreement date for the Completion of:

Inception Report & Masterplan and Conceptual Designs Report	15 days
Preliminary Design Report & Draft Design Report	1 months
Final Design Report Including approval for construction from concerned authority & Preparation of bidding documents.	1.5 months

10. Liquidated Damages

The consultant shall pay liquidated damages to the client at the rate of 0.05% of contract price per day to maximum of 10% of sum settled in the agreement. If the consultant is not able to complete specified task within specified time frame in contract.