



**Bishnupur Rural Municipality
Office of Rural Municipal Executive**

**Bishnupur, Saptari
Madhesh Province, Nepal**

First date of Publication : 2082/08/15

Invitation to Submit Quotation for Consultant Services

Bishnupur Rural Municipality invites eligible and qualified consulting firms to submit sealed proposals for the consulting service titled : **“Consulting services for Preparation of updated report including measurement book, contractors bill, progress report, lab test report and verification/review of Variation Order report of Construction of Administrative Building of BRM Saptari”**.

It is requested to refer Terms of Reference (ToR) for detailed information regarding the scope of work and expected deliverables.

Tor Link : <https://bishnupurmunsaptari.gov.np>

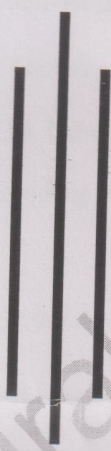
Submission Deadline: The complete proposal documents as per PPA(REVISED) and PPR(REVISED) must be submitted by 21th Mangsir, 2082 during office hours at Bishnupur Rural Municipality, Saptari. *If the last date of submission falls on a public holiday, proposals will be accepted on the next working day.*

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Ujjwal Anand
Chief Administrative Officer



Bishnupur Rural Municipality
Office of the Rural Municipal Executive

Bishnupur, Saptari,
Madhesh Province, Nepal



Terms of
Reference (TOR)
for

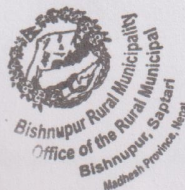
Hiring of Consultants
for

Consulting services for Preparation of updated report
including measurement book, contractors bill,
progress report, lab test report and verification of
Variation Order report of Construction of
Administrative Building of BRM Saptari

Fiscal Year: 2082/083

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1. Background and Introduction

The Bishnupur Rural Municipality, Saptari has major running project entitle **Construction of Administrative Building of Bishnupur Rural Municipality, Saptari** IFB No. **BMUN/SAPTARI/WORK/NCB/01/077/078** in Bishnupur Rural Municipality. The Bishnupur Rural Municipality Office requires procurement of **Consulting services for Preparation of updated report including measurement book, contractors bill, progress report, lab test and verification/review of Variation Order report of Construction of Administrative Building of BRM Saptari** for the proposed consulting jobs as per the TOR presented below. As per the agreement between Bishnupur Rural Municipality Saptari and C.M/Shailendra J.V , Bidur, Nuwakot for Construction of Administrative Building of Bishnupur Rural Municipality under contract ID **BMUN/SAPTARI/WORK/NCB/01/077/078**

Details of Contract :

- Project Name : Construction of Administrative Building of Bishnupur Rural Municipality
- Owner : Bishnupur Rural Municipality, Saptari
- Contractor : CM/Shailendra J.V, Bidur-10, Nuwakot
- Contract Amount : 6,57,22,860.57/- (excluding VAT & PS)
- Contract agreement date : 2078/3/13
- Contract amount after VO-1 : 7,83,88,554.96/-(excluding VAT & PS)
- Date of completion of work : 2082 Poush

As mention above, CM/Shailendra J.V, Bidur-10, Nuwakot (herein after called Contractor) executed upto fifty percent works and contractor submit fourth running bill to get payment from Bishnupur Rural Municipality.

2. Aim of the Project :

Based on the above information and throughout study of the contract documents and variation order document it is necessary to to prepare updated report including verifying measurement book, contractors bill, actually executed at sites, progress report, lab test and verification/review of Variation Order report of Construction of Administrative Building.

3. Objectives :

The main objectives of the project are listed below :

- To verify the quantities of work such as RCC, Steel work, PCC, Soling, etc (all item mentioned in BOQ) THAT WAS actually executed at the site.
- To verify/review variation order documents.
- To findout discrepancy in the measurement that claimed by contractor and that executed at the site.
- To check the arithmetical calculation and error (if any...) in measurement and bill.
- To review quality check and verify as per work executed at site based on contract agreement.
- To prepare updated progress report and time calculation required to complete the project.

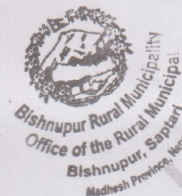
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- To review report upto till date of running project Construction of Administrative Building.
- To prepare and submit report as per order of Bishnupur Rural Municipality.

4. Scope of Work :

The Consultant under these term of reference(TOR) carry out activities and deliver services and document as follow :

- Measurement of all works executed based on BOQ.
- Verifying of Measurement sheet, IPCs and VO documents.
- To find out work that was executed as per agreement.
- To check quality and submit lab report of executed works till date.
- To satisfy the office about executed works at site.



5. Expected output

It is expected that the consultant should prepare and submit clear report which includes but not limited to the followings :

- Site condition Report including actual measurements of all executed works.
- Findings as per measurement and bill as per actual measurements.
- Finding review and verification report of Variation Order which already done at Bishnupur Rural Municipality.
- Verified lab test reports.

6. Tentative Staffing Requirements

Expert/expertise	Qualification (education,experience)	Man Days
Team Leader(Sr.Quantity and cost engineer)	Master degree in Civil Engineering of at least 10 years of General experience and minimum 3 years experience as Sr.Q/C engineer in renowned organization of Nepal	14
Procurement Expert	Master degree in Civil Engineering having 5 years work experience as procurement chief in renowned organization of Nepal.	10
Civil Engineer	Bachelor degree in Civil Engineering having 5 years work experience in building estimate and supervision	7

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Architect	Bachelor degree in Architecture Engineering having 5 years work experience in design drawing of public/administrative buildings	7
Structural Engineer	Bachelor degree in Civil Engineering having 5 years work experience in structural design of public multi storage building	7
Electrical Engineer	Bachelor degree in Civil Engineering having 3 years work experience electrical design estimate of public multi storage building	7
Water Supply Engineer	Bachelor degree in Civil Engineering having 3 years work experience plumbing and sanitary design estimate of public multi storage building	7
Quality Engineer	Bachelor degree in Civil Engineering having 5 years work experience in quality check and lab test of civil works related to multi storage public building	7
Lab technician	Bachelor degree/diploma in Civil Engineering having 3 years work experience in quality check and works in civil lab to test of civil works related to multi storage public building	7

Note : Attach Curriculum Vitae of proposed personnel with NEC registration certificate must be provided.

7. Work Schedule :

The work shall be completed within 14 days from date of work order. The consultant is thus instructed to prepare their work schedule accordingly and execute within given time frame.

8. Report requirements :

The consultant shall prepare and submit the below specified report. All report shall be made in English. The submission of reports shall be done as per the time phase specified in the TOR. The consultant shall submit the report in two stages as below :

- Field report
The field report will be submitted within 10 days after the field verification by consultant team.
- Final report

The final report shall incorporate all the actual measurement, actual bills, findings, review of VO, lab test report, etc as per instruction of office.

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Apart from the bound report, the consultants shall submit soft copies (Electronic Copies) of the final report. The soft copies should be provided. All the files in the soft copies should be free from any passwords that would prevent the reviewers and readers from opening, reviewing, editing and saving such documents. All the formulae should be visible, traceable and unlocked. All the maps/drawings and reports should be delivered by using the highest quality materials (i.e. papers). Additional clarifications will be provided to the Consulting firm at the time of signature of the Contract.

9. Payment Schedule

If not indicated otherwise, the payment shall be made as mentioned below:

The payment will be made upon completion and acceptance of the deliverables as per the following schedule.

Mode of Payment	Percentage of Contract Amount
First Installement after submission of field report	40
Second installement after submission of final report	30
Final installement after acceptance of final report, completion of all duties and responsibilities assigned to consultants as per TOR	30

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