



Janakpur Sub-Metropolitan City
Office of the Municipal Execution

Janakpurdham, Dhanusha

Province no. 2

Request for Proposal
For

Consulting Services

For

Preparation of City Renovation Plan (CRP)

Of

Janakpur Sub-Metropolitan City
(In Compound of Janaki Temple)



Table of Contents

Section 1.	Letter of Invitation	3
Section 2.	Information to Consultants	3
Section 3.	Technical Proposal - Standard Forms	23
Section 4.	Financial Proposal - Standard Forms	31



Section 1. Letter of Invitation



Janakpur Sub-Metropolitan City
Office of the Municipal Executive
Janakpurdham, Dhanusha
Province no. 2, Nepal

Letter of Invitation for Technical and Financial Proposals

First date of Publication: - 2074/1/14

1. Janakpur Sub-Metropolitan City, Office of Municipal Executive, has allocated fund for **Preparation of City Renovation Plan in Janakpur Sub-Metropolitan City** toward the cost of and intends to apply a portion of this fund to eligible payments under this Contract.
2. Janakpur Sub-Metropolitan City Office, now invites proposals to provide the following consulting services: **Preparation of City Renovation Plan in Janakpur Sub-Metropolitan City**, more details on the services are provided in the Terms of Reference, Which is obtained from our website www.janakpurmun.gov.np and PPMO website www.bolpatra.gov.np.
3. Sealed Technical and Financial Proposals with upto date legal documents of consultant/Firm must be submitted to Janakpur Sub-Metropolitan City, Office of Municipal Executive, Janakpurdham by hand or through PPMO website www.bolpatra.gov.np. Before 12.00 hrs. On **29th Baisakh 2074**. Proposals received after this deadline will be rejected. The Proposals will be opened in the presence of Firms/Consultant's' representatives who choose to attend at 14.00 hrs. On **29th Baisakh 2074**.
4. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date.

Executive Officer



Section 2. Information to Consultants



1. Introduction

1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.

1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.

1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.

1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.

- b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

Any previous or ongoing participation in relation to the assignment by the consultant, professional staff or affiliates or associates under a contract with the GoN may result in conflict of interest. Consultants should clarify their situation in that respect with the GoN before preparing the proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

defines, for the purposes of this provision, the terms set forth below as follows:

- b.
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- c. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- d. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of



the consultant or the Client during the selection process or the execution of that contract;

- e. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- f. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.



**2. Clarification and
Amendment of RFP
Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

Technical Proposal

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.



For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or has an extended and stable working relationship with it.

Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.

Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the client, location and duration of the assignment, contract amount, and consultant's involvement.

Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

A description of the methodology and work plan for performing the assignment (Section 3D).

The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should



include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (5) years.

Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.

Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

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

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

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

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

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

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

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Evaluation Committee."

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

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

5. Proposal Evaluation



General

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

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

**Evaluation of Technical Proposals
(QCBS,QBS,FBS, LCBS))**

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

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

Public Opening and Evaluation of Financial Proposals (CBS Only)

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

Public Opening and Evaluation of Financial Proposals (QCBS , FBS,LCBS)

5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The



notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

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

5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.

5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.

5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.

5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.



6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.

6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.

7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the

proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.

9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :

- a. give or propose improper inducement directly or indirectly,
- b. distortion or misrepresentation of facts
- c. engaging or being involved in corrupt or fraudulent practice
- d. interference in participation of other prospective bidders.
- e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,

- c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
- e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
- f) other acts mentioned in the Data Sheet or SCC

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

Information to Consultants

DATA SHEET

Clause Reference

1.1	<p>The name of the Client is:</p> <p>Government of Nepal</p> <p>Ministry of Federal Affairs and Local Development</p> <p>Janakpur Sub-Metropolitan City Dhanusa,</p>
-----	---



	The method of selection is: Quality- and Cost-Based Selection (QCBS)
1.2	<p>The name, objectives, and description of the assignment are:</p> <p>Name : Detailed Preparation of City Renovation Plan in compound of Janaki Temple, Janakpurdham as given in the BOQ</p> <p>Objectives: Detailed Preparation of City Renovation Plan and Preparation of Final Report.</p>
1.3	<p>A pre-proposal conference will be held on 15th day of issue of letter of invitation at 12:00 p.m. at the Janakpur Sub-Metropolitan City office ,Janakpur .</p> <p>The name(s), address(es), and telephone numbers of the Client’s official(s) are:</p> <p>Name: Arjun Prasad Subedi</p> <p>Address : Executive Officer, Janakpur Sub-Metropolitan City office Janakpur</p>
1.4	The Client will provide the following inputs: NA
1.10	The clauses on fraud and corruption in the Contract are: NA



2.1	<p>Clarifications may be requested 7 days before the submission date</p> <p>The address for requesting clarifications is:</p> <p>Janakpur Sub-Metropolitan City .</p>
3.1	<p>Proposals should be submitted in the following language(s): English</p>
3.3	<p>(i) Short listed consultants/entity may not associate with other short listed consultants:</p> <p>The estimated number of professional staff-months required for the assignment is: NA</p> <p>Available Budget for Fixed Budget Assignment : NA</p> <p>(iv) Reports that are part of the assignment must be written in the following language(s):English</p>
3.9	<p>Proposals must remain valid for 90 days after the submission date.</p>
4.3	<p>Consultants must submit an original and no additional copies of each proposal:</p>
4.4	<p>The proposal submission address: Same as in 2.1</p> <p>Information on the outer envelope should also include :</p> <p>Contract ID.</p>
4.5	<p>Proposals must be submitted no later than: as per letter of invitation</p>
5.1	<p>The address to send information to the Client is : Same as in 2.1</p>

5.3

The number of points to be given under each of the evaluation criteria are:

1. EVALUATION OF TECHNICAL PROPOSALS

The Technical Proposal will be evaluated on the following grounds:

S.N	Particulars	Maximum points
1	Relevant experience of the firm	10
2	Methodology of Service Delivery	25
3	Technology Transfer	5
4	Professional Key Personnel's	60
	Total	100

1) Relevant experience of the firm *Maximum 10 Marks*

Work Experience	As consultant
City Renovation Plan(CRP)	5.0 points for each job
Municipal Transport Master Plan (MTMP)	1.0 points for each job

2) Methodology of Service Delivery *Maximum 25 Marks*



Particulars	Total Marks
Comments and suggestions of consultants on the ToR	5.0
Description of the methodology	10.0
Time schedule for professional personnel.	5.0
Activity (work) schedule.	5.0
Total Marks	25.0

3) Technology Transfer

Maximum 5 Marks

Particulars	Evaluation Remarks	Total Marks
The idea of sharing know-how of the works highlights on dissemination of knowledge and training proposed by the consultant.	Not Significant	5.0
	General (only standard method description)	
	Significant	

4.0 Professional Key Personnel's

Maximum 60 Marks

S.N.	Position	Mark	Qualifying Criteria	Marks for Specific Job
1	Team Leader	25	Master degree in Urban Engineering For Developing Countries with relevant experience of 7 years after master`s degree.	10 Marks For One Job of City Renovation Plan (CRP) And 3 Marks For Each Job of Municipal Transport Master Plan (MTMP)
2	Historian /Archeologist	2.5	Minimum Master`s degree in History /Architectures / History of Art/ Sociologist or related field with 5 years of relevant experience after master.	1 Marks For One Job of City Renovation Plan (CRP)

3	Economical /Financial Analyst	10	Minimum Master`s degree in Economics/Business studies with 3 years of relevant experience after master degree	5 Marks For One Job of City Renovation Plan (CRP) And 1 Marks For Each Job of Municipal Transport Master Plan (MTMP)
4	GIS Expert	15	Minimum Master's degree in Geo information or related field with 3 years of experience after Master's Degree	5 Marks For One Job of City Renovation Plan (CRP) And 1 Marks For Each Job of Municipal Transport Master Plan (MTMP)
5	Civil Engineer	2.5	Bachelor degree in civil engineering with 3 years of experience after bachelor degree	1 Marks For One Job of City Renovation Plan
6	Architect / Landscape Designer	2.5	Bachelor degree in Architecture with 3 years of relevant experience after Bachelor degree	1 Marks For One Job of City Renovation Plan (CRP)
7	CAD Draftsperson	2.5	Bachelor degree in Architecture with 1 year of relevant experience after Bachelor degree	1 Marks For One Job of City Renovation Plan (CRP)

5.0	The fixed Budget Ceiling for the assignment is : NA
5.1	<p>The formula for determining the financial scores is the following:</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration,</p> <p>The weights given to the technical and Financial Proposals are:</p> <p>T (Technical Proposal) = 0.8</p> <p>P (Financial Proposal) = 0.2</p>



6.0	The address for negotiations is: Same as in 2.1
7.0	The assignment is expected to commence on or before 7 days from the date of signing of the contract

Section 3. Technical Proposal - Standard Forms

3A. Technical Proposal submission form.

3B. Consultant’s references.

3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

3D. Description of the methodology and work plan for performing the assignment.

3E. Team composition and task assignments.

3F. Format of curriculum vitae (CV) for proposed professional staff.

3G. Time schedule for professional personnel.

3H. Activity (work) schedule.

3I. Transfer of Technology



3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Ten Years

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name:	
Assignment name:	
Location:	
Name of Client:	
Address:	
Start Date (Month/Year):	Completion Date (Month/Year):
Approx. Value of Services [in Nepali Rupees]:	



Names of *Key Technical Staff* and Position Involved:

- 1.
- 2.
- 3.
4. etc.

Description of Services Provided:

Notes:

1. Please provide the documentary evidence (e.g. completion certificate) clearly showing the name of the job/service, value of service and completion date. **Any information without such evidence shall not be entertained.**
2. Please **DO NOT** provides information on other projects which are not relevant to the proposed job.

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

Please study the Terms of Reference thoroughly and provide your views, findings, comments and suggestions on the Terms of Reference:

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT



3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Team Leader/Planner/Technical/Managerial Staff

Name	Position	Task
------	----------	------

2. Support Staff

Name	Position	Task
------	----------	------



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

Proposed Position:

Name of Consultant:

Name of Staff:

Profession:

Date of Birth:

Years with Consultant/Entity: Nationality:

Membership in Professional Societies:

E-mail:

Mobile No.:

Detailed Tasks Assigned:

Key Qualifications:

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

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing



organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

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

Certification:

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

Date:

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

Full name of staff member: _____

Full name of authorized representative: _____

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

3H. ACTIVITY (WORK) SCHEDULE

3I. TRANSFER OF TECHNOLOGY



Please provide your commitment, method and plan/schedule of Transfer of Technology.

Section 4. Financial Proposal - Standard Forms

4A. Financial Proposal submission form.

4B. Bill of Quantity



4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



4B. BOQ

Janakpur Sub-Metropolitan City, Office of the Municipal Executive
Janakpurdham, Dhanusha, Province No. 2, Nepal

BILL OF QUANTITIES

Nature of Work : Detailed Preparation of City Renovation Plan in Compound of Janaki Temple

Locatio : Janakpur

S.N.	Description of Works	Unit	Quantity	Rate (Without VAT in NRs)	Rate in words (Without VAT in NRs)	Amount (Without VAT in NRs)
1	Detailed Preparation of City Renovation Plan at Janaki Temple, Janakpurdham	No.	1			
Sub - Total						
VAT @ 13%						
Grand Total with VAT						

Signature of Authorized Person:

Name of Authorized Person:

Consultant Name:

Address and Telephone No.:

Seal:

Date:



City Renovation Plan

1. Context

Cultural heritage is the symbol of ancient civilization. Cultural heritage shows the traditional activities and development of the human civilization. Temples, statues, stone taps, ancient buildings etc. are our important cultural heritage. These assets are unique in themselves and define the identity of Municipalities. Therefore, they can attract people from many parts of the world.

So, the promotion and conservation of cultural and religious heritages is needed. The National Tourism Strategy Plan (2014-2023) aims at diversifying the country's tourism destinations. By enhancing sites with great potential, municipalities will create new destinations for national and international tourists.

However, some of the cultural and religious heritage sites are damaged by natural disasters, environment pollution and lack of proper maintenance. Thus, it felt necessary to have a long term renovation plan for municipalities to take immediate measures to preserve the heritages. The measures to be taken for conservation of cultural heritage include the timely restoration of ruined heritages without spoiling their originality and uniqueness, public participation for conservation and protection of sites, raising public awareness on importance of heritage, mobilization of the local, national and international organizations in the conservation of the religious and cultural assets by providing technical and financial supports.

These Terms of Reference have been drafted for the preparation of Renovation Plans, focusing the preservation of religious and cultural heritage of municipalities. These plans will include long term conservation and renovation actions as well as small scale projects the Municipality will implement in the short term.

2. Objective

The prime objective of this assignment is to prepare a City Renovation Plan for conserving and enhancing historical and cultural heritage site of the Municipality.

The specific objectives are:

- To prepare plan for standardization and beautification of streetscape of city core area of municipality
- To prepare plan for conservation, preservation & restoration of historical sites & built heritage for promoting tourism;
- To develop catalog of conservation and renovation projects with detail master plan, drawing, design and cost estimation

3. Scope and methodology

3.1 Inventory of cultural assets

- Delimitation of the conservation area

The Consultant will give recommendations to the Municipality on the perimeter/coverage of the Heritage Conservation Area if relevant. The Heritage Conservation Area must present a significant density of historical assets and tourism potential.

March 2016



1

- **Mapping**

The Consultant will create a map of all the Municipality's historical and cultural assets such as: temples, palaces, façades, pools, ponds, fountains, public squares, courtyards, streets, bazaars, parks, statues, riverbanks, viewpoints, remarkable trees and rocks etc. The map will also include the perimeter of the proposed Heritage Conservation Area.

- **Assets potential analysis**

For each identified historical or cultural asset, the Consultant will provide a potential analysis with the following elements:

- Photo
- Type of asset (Building, public space, monument, natural landmark...)
- Description (size, shape, colors, materials...)
- Physical condition (good condition, superficial damage, structural damage, total destruction)
- Classification status according to the Department of Archaeology's inventory (national, regional, local importance or not part of the inventory).
- Historical background
- Topology, site plan and/or floor plan

- **Festivals and events**

The Consultant will provide a list of the main festivals and cultural events taking place in the Municipality and a description, including the origin of the festival, its unique character (if relevant), its location, date and duration, the estimated number, gender and geographical origin of participants and an account of the practices and rituals during the festival.

The Consultant will also analyze the attraction power of the festivals (international, national or local potential).

3.2 Action plan

- **Participatory project planning**

The Consultant will work closely with the Steering Committee to establish a list of actions to promote the Municipality's cultural heritage. A series of work sessions will take place with the Steering Committee and the Municipality's technical staff.

The Consultant is also expected to conduct **focus group discussions** with a diverse sample of men and women living in the Municipality's various wards to get a good understanding of the local population's priorities in terms of heritage conservation and promotion.

The participatory project planning will lead to a list of at least 8 projects. The Consultant will provide a brief description of each project, its estimated duration and cost.

All projects will comply with the Ancient Monuments Preservation Rules (1989), especially article 4.5.1: "*While performing the maintenance and renovation of an ancient monument, it has to be performed or caused to be performed in a research oriented way and by preserving the originality, delicacy of the monuments and art and culture of the monument.*" The projects will also follow the National Building Code regulations and municipal by-laws.

Expected projects include:

- **Renovation or reconstruction of monuments:** Temples, palaces, pools, statues and other monuments may need specific actions to repair the damages caused by time, pollution and disasters. Proposed projects will return the monuments to their original appearance, increase their resistance and improve the experience of visitors.

- **Retrofitting of high value monuments:** Even if they are currently in good condition, some monuments are very vulnerable to disasters. Propositions to strengthen their



structure will preserve their integrity in case of disaster and maintain the Municipality's potential.

- **Public space improvement:** Parks, squares and streets may need an intervention to enhance the Municipality's visitors' experience through beautification measures (paving, street furniture, wire management, façade restoration, landscaping...) and functional improvements (parking space, pedestrian areas, signage...).
- **Festival management:** The Consultant may propose specific measures to promote the Municipality's festivals and facilitate their organization. Recommendations may include: communication plan, temporary transportation management plan, underground wiring plan to allow chariots to circulate etc.
- **Tourism promotion:** These recommendations will aim at informing future tourists and travel agencies of the Municipality's potential and improve the experience of visitors in the area through brochures, specific itineraries and signage as well as multi-lingual information panels presenting the sites' historical background and renovation / reconstruction process.

- **Investment plan**

Based on the proposed list of projects, the Consultant will assist the Municipality in preparing an Investment Plan, including:

- Annual investment goals for the next 5 years
- Identified sources of funding (municipal taxes and fees, MoFALD grants, Ancient Monument Conservation Fund, private funds, international donors...)
- Expected returns

- **Project design**

In order to allow the Municipality to implement the recommended projects swiftly, the Consultant will carry out design and engineering studies for at least 3 of the planned projects. The projects must comply with the National Building Codes and municipal building by-laws.

The detailed design package will include:

- Cross-section
- Construction drawings
- Bill of quantities
- Construction schedule

Detailed designs must include at least one public space (street, square or park).

4. Team composition

S.N.	Key Personnel	No.	Time Period	Qualifying criteria
1	Team Leader	1	48 days (including 24 days in the field)	Master's degree in Architecture / Archeology / Urban planning / Geography or related field with relevant experience of 7 years after Master's Degree.
2	Historian / Archeologist	1	22 days (including 6 days in the field)	Minimum Master's degree in History / Architecture / History of Art or related field with 5 years of relevant experience after master

March 2016

(Handwritten signature)



				degree
3	Economist/Financial Analyst	1	20 days	Minimum Master's degree in Economics / Business studies or related field with 3 years of relevant experience after master degree
4	GIS Expert	1	12 days (including 6 days in the field)	Minimum Bachelor degree in Geo-information or related field with 3 years experience after master degree
5	Civil Engineer	1	22 days (including 6 days in the field)	Bachelor degree In Civil Engineering with 3 years of relevant experience after Bachelor degree
6	Architect / Landscape designer	1	22 days (including 6 days in the field)	Bachelor degree in Architecture with 3 years of relevant experience after Bachelor degree
7	CAD drafts person	1	15 days	Bachelor degree in Architecture with 1 year of relevant experience after Bachelor degree

5. Study calendar

The study will take a total of two months. For the duration of the study, the Team Leader is expected to spend 50% of his/her time in the Municipality to achieve close planning coordination with the municipal team.

CITY RENOVATION PLAN - STUDY CALENDAR									
Weeks	1	2	3	4	5	6	7	8	9
Preparation of inception report									
Consultant study: Mapping and Inventory									
Steering committee meeting									
Consultant study: Action Plan									
Steering committee meeting									

Additionally, after the validation of the final report by the Steering Committee, the Consultant will present the Plan to a panel of Central Government stakeholders (MoFALD, Department of Archaeology, Ministry of Culture, Tourism and Civil Aviation, DUDBC...)

6. Format and submission of the Plan

The City Renovation Plan shall be prepared in Nepali language.

The report shall follow the proposed template:

1. Executive Summary

March 2016

- 1.1 English Summary
- 1.2 Nepali Summary
2. Introduction
3. Methodology
4. Inventory
 - 4.1 Conservation area
 - 4.2 Map of assets
 - 4.3 Assets potential analysis
 - 4.4 Festival and events
5. Action Plan
 - 5.1 Priorities of the Municipality
 - 5.2 Priorities of the citizens
 - 5.3 Planned projects
 - 5.4 Detailed projects
6. References
 - 6.1 Bibliography
 - 6.2 Study participants
 - 6.3 Steering Committee members
7. Annexes
 - 7.1 Steering Committee meeting minutes
 - 7.2 Focus group meeting minutes
 - 7.3 Administrative and contractual documents

The final report shall be submitted in three color-printed copies duly signed and certified by the consultant, besides submission of draft in the CD-Rom.
 The consultant will also transfer to the Municipality all GIS data, CAD data and photos gathered and produced for the planning study.

7. Mode of Payments

The Consultant may be paid in three installments. The first installment shall be paid after submission and acceptance of Inception report. Request for the payment shall be accompanied by the Inception report, which must present a detailed methodology for the study including team profiles and responsibilities, data collection strategy, participatory approach and study calendar.

The second installment shall be paid after submission and acceptance of the inventory report. It shall include a presentation of the methodology, a map of the Municipality's asset, the analysis of their potential and a presentation of local festival and events.

The third installment shall be paid after submission and acceptance of the Final Report. It shall include the seven chapters described in section 6 of this document and incorporate the feedback provided by the Steering Committee during the Draft Report Presentation Meeting.

No. of Installment	Time period	Payment in % of Total Bid Amount	Report submitted by the consultant and accepted by

March 2016



			Municipality
First	End of first week	20%	Inception report 3 set hard copies
Second	End of 5 th week	60%	Interim report 3 set hard copies
Third and final	End of 9 th week	20%	Draft-final report 3 set hard copies



CITY RENOVATION PLAN SCHEDULE		March			April			May			June								
Weeks		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Translate and send guidance documents to Municipalities																		
2	Prepare call for proposals																		
3	Publish call for proposals (15 days)																		
4	Validate evaluation criteria																		
5	Evaluation of proposals																		
6	Award of contract (7 days notice)																		
7	Work order																		
8	Preparation of data pack and mobilisation																		
9	Preparation of inception report																		
10	Validation of inception report and payment																		
11	Consultant study: Inventory of Assets																		
12	Steering committee meeting																		
13	Validation of Inventory report and payment																		
14	Consultant study: Action Plan																		
15	Steering committee meeting																		
16	Validation of final report and payment																		

MoFALD tasks
Municipality tasks
Consultant's tasks

[Handwritten signature]

1000-1000-1000
1000-1000-1000
1000-1000-1000

