



Gandaki Province Government
Ministry of Physical Infrastructure Development & Transport Management
Infrastructure Development Office
Kaski

EXPRESSION OF INTEREST
(EOI)

PROPOSAL FOR INDIVIDUAL CONSULTANT's SERVICE
(Trail Bridge Technical Support Staff)

Project Name: Procurement of hiring of Individual Consultants (Trail Bridge Technical Support Staff)

EoI: IDOKASKI/EOI/01-2083-084

Office Name: Infrastructure Development Office

Office Address: Kaski, Pokhara

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REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date of Publication (Second Publication): 2083-04-14

1. Gandaki Province government, Ministry of Physical Infrastructure Development & Transport Management, **Infrastructure Development Office, Kaski** has allocated fund to be used for implementation, supervision and quality control in trail bridge projects implemented by Infrastructure Development Offices (IDO), Kaski and Infrastructure Development Offices (IDO), Syangja in Kaski and Syangja districts from hiring eligible Individual Consultant (National) as mentioned below.

2.

S.N.	Post	Nos	Qualification and Work Experiences
1	Trial Bridge Technical Support Staff	1(One) (Duration of service shall be 24 months)	Diploma in Civil Engineering with minimum general works experience of 10 years and specific works experience of 8 years in construction, supervision and quality control in Trial Bridge projects.

3. Interested eligible consultants may obtain further information and EoI document free of cost at the address: **Infrastructure Development Office, Kaski** during office hours on or before **2083/04/29**.
4. Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach **Infrastructure Development Office, Kaski** no later than **2083/04/29 within office hours**.
5. In case the deadline for submission of EoI falls on a public holiday, then next working day shall be considered as deadline for EoI submission.
6. The academic qualification and work experience stated in CV shall be verified from the respective certificate attached in EoI documents.
7. Eligible candidates are requested to submit all necessary documents and certificates in a sealed envelope. All documents must be neatly organized and bound using plastic binding.
8. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment.
9. There is allocated 20 marks in academic qualification, 60 marks in general and specific experiences and 20 marks in interview. The consultant should score minimum 48 marks out of 80 on the overall ranking criteria to pass in EoI evaluation as mentioned above to qualify for short listing.
10. The selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection Method) then candidate will be called for negotiation to confirm the remuneration or salary and also for formal contract agreement.
11. For further details, contact 061-456661.

• INTRODUCTION

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 11 districts. One district namely Nawalparasi was split between two provinces. Minister of Physical Infrastructure Development & Transport Management was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPIDTM manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and Trail bridge infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transport Management has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, and supervision of various trail bridges and support the Infrastructure Development Offices of Nawalpur, Lamjung, Gorkha, Manang, Tanahun, Kaski, Syangja, Parbat, Baglung, Myagdi and Mustang and also Road, Bridge and Provincial Building Office, Kaski.

• OBJECTIVE OF CONSULTING SERVICES: Trail Bridge Technical Support Staff

A) General: To assist in construction, supervision, quality control as well as support the IDOs (Kaski & Syangja) in the implementation of trial bridge projects, orient IDOs (Kaski & Syangja) on the key areas for improvements in technical aspect, also social and environmental safeguards and resettlement activities.

B) Specific:

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- i) To assist the IDOs (Kaski & Syangja) for overall project management activities for successfully achieving the project targets.
- ii) To assist the IDOs (Kaski & Syangja) in the walkover survey of proposed trial bridge sites for the preparation of DPR.
- iii) To assist the IDOs (Kaski & Syangja)
- iv) in field verification of detailed project report (DPR) submitted by the consultants consisting of detailed designs, drawings, and cost estimates for the trial bridges.
- v) To coordinate with environmental consultants associated with the IDOs (Kaski & Syangja) during implementation phase of the of the bridge projects.

Part B: Supervision of works

- vi) To assist IDOs (Kaski & Syangja) in supervision, monitoring and quality control of the trail bridge projects under construction.
- vii) To perform and monitor works like layout, quality assurance, progress monitoring and reporting of the trial bridge sites.

- viii) To prepare daily/weekly/monthly progress report, quality control checklist and advice for correction and monitor works quality control of works and contract management and recommend for corrective measures if necessary.
- ix) To support the Engineers of IDOs (Kaski & Syangja) in all the activities concerning to trial bridge projects.
- x) To assist in the verification of Interim Payment Certificate (IPCs) submitted by the contractor for the executed works.

Part C: Post Construction

- xi) To compile the information and prepare a final report.
- xii) To assist in the preparation of "As-Built Drawings; and
- xiii) To prepare completion reports of the subprojects.

B. Specific:

The specific objectives of the consultancy services are as follows:

- i. To assist the IDOs (Kaski & Syangja) in the walkover survey of proposed bridge sites for the preparation of DPR
- ii. To assist the IDOs (Kaski & Syangja) in field verification of detailed project report (DPR) submitted by the consultants consisting of detailed designs, drawings, and cost estimates for the bridges and river crossing structures.
- iii. To assist IDOs (Kaski & Syangja) in daily construction site supervision, monitoring and quality control of the trial bridge projects under construction.
- iv. To perform and monitor works like layout, quality assurance, progress monitoring and reporting of the trial bridge sites.
- v. To assist in the verification of Interim Payment Certificate (IPCs) submitted by the contractor for the executed works.
- vi. To support the IDOs (Kaski & Syangja) for the implementation of quality assurance and quality control systems;
- vii. To monitor the works to ensure compliance of specifications of works and report regularly on quality assurance and quality control issues.

• SCOPE OF THE CONSULTANT

Trial Bridge Technical Support Staff shall be based at the Infrastructure Development Office and shall directly report to the IDO Chief and Engineers. S/he shall monitor construction methods and quality control system adopted in the construction sites to ensure that quality of works conforms to the requirements of the specifications and standards. Trial Bridge Technical Support Staff shall be assisted by IDOs team in implementing the overall Quality Management Process.

• MINIMUM QUALIFICATION & EXPERIENCE REQUIRED for Trail Bridge Engineer

❖ Qualification and General Experience

- Diploma in Civil Engineering with minimum general works experience of **10** years and specific works experience of **8** years in planning, design, construction, supervision and quality control in trial bridge projects.

❖ **Specific Experience**

- At least **8** years in monitoring, construction supervision and quality control in trail bridge projects.

• **REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT**

- Candidate will be informed for negotiation to confirm the remuneration or salary after evaluation of EOI and Interview
- The consultant shall be paid by respective IDOs every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by IDO Chief or his/her authorized representative.
- Dedicated working space shall be provided to the Trail Bridge Technical Support Staff.

• **CONSULTANT REPORTING OBLIGATION**

The consultant shall prepare and submit monthly work-plan, monthly progress report, quality assurance plan, field report after visit of field, data etc as explained in ToR of his/her duties and responsibilities.

• **DURATION OF CONSULTANT'S SERVICE**

The consultant's duration of service will be for a period of 24 months. The contract shall be terminated if the Office does not need the consultant's service due to the project's internal management or deficiency of budget or unsatisfactory performance of the consultants as evaluated by the IDO.

• **DUTY STATION**

Working station shall be 2 districts (Kaski & Syangja)

• **SELECTION OF THE CONSULTANT**

The consultant's EoI will be evaluated on the basis of following selection criteria stated on government rules and Public Procurement Act & Regulation 2063/2064 & its latest amendment. Then the selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection) then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement to be done with IDO, Kaski.

• **TAXATION**

The consultant shall be fully responsible for paying all the taxes in the income as per regulations of government of Nepal. The consultant may wish to get registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plans/he takes up.

• **AGREEMENT**

The Consultant shall be required to enter into an agreement with the IDO Kaski.

Curriculum Vitae

Applied for the post of:

A. Personal Background

1. Name			
2. Date of birth			
3. Nationality:			
4. Home Address:-			
5. Correspondence Address			
6. Contact No:	Home:	Cell No:	Office:
7. Email:			

B. Academic Qualification (Latest on the top)

University	Degree	Year	Division

C. Training

Institution	Training on	Duration

D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				
Others				
a.				
b.				
c.				
Note: 1. Excellent 2. Good 3. Fair 4. Poor				

E. Work experience, Including consultancy Service (If more than one, fill accordingly creating tables)

Employer Name:			
Funding Agency:			
Job Title/ Designation:			
Supervisor's Name		Contact No:	Email:
Duration	From:	To:	
Key Responsibilities(in bullet Point)			
Achievement			

F. Computer Skill

Skill	Excellent	Good	Fair	Remarks
Word				
Spread Sheet(Excel)				
Power Point				
GIS				
Auto CAD				
Trail bridge Design Software				

G. Referees (3 Referees with contact no: & email ID)

Certification:

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

.....

Signature

Full name:

Date

Annex I: Terms of Reference (ToR)

TERMS OF REFERENCE

A) Trail Bridge Technical Support Staff

1.0 INTRODUCTION

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 11 districts. One district namely Nawalparasi was split between two provinces. Minister of Physical Infrastructure Development & Transport Management was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPIDTM manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and other Trail bridge infrastructures.

Gandaki Province government, Ministry of Physical Infrastructure Development & Transport Management, has allocated fund to be used for consulting services for implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on construction, supervision, quality control, environment assessment and supervision of various trail bridges and support the Infrastructure Development Offices of Nawalpur, Gorkha, Tanahu, Lamjung, Manang, Kaski, Syangja, Baglung, Parbat, Mustang and Myagdi and also Road, Bridge and Provincial Building Office, Kaski.

The Trail Bridge Technical Support Staff will be an Overseer having Diploma in Civil Engineering with minimum general works experience of **10** years and specific works experience of **8** years in planning, design, construction, supervision and quality control and testing during implementation of bridge projects. Bridge Technical Support Staff shall have good written and oral communication skills in English and Nepali; strong interpersonal skills and ability to work in a multi-disciplinary team; and ability to work independently.

2.0 Objectives/Purpose of the Assignment

The IDO, Kaski requires the services of a qualified and experienced engineer (herein with referred to as "Trail Bridge Technical Support Staff") to support IDOs in planning and DPR verification of trail bridge projects, assistance in construction supervision, quality control as well as field measurement and verification of the Interim Payment Certificate(IPCs) submitted by the contractor, orient IDOs on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in trail bridge projects in walkover survey, bridge site surveying, trail bridge layout works, construction site supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the **IDO Chief**.

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- i) To assist the IDOs (Kaski & Syangja) for overall project management activities for successfully achieving the project targets.
- ii) To assist the IDOs (Kaski & Syangja) in the walkover survey of proposed trial bridge sites for the preparation of DPR
- iii) To assist the IDOs (Kaski & Syangja) in field verification of detailed project report (DPR) submitted by the consultants consisting of detailed designs, drawings, and cost estimates for the bridges and river crossing structures.
- iv) To coordinate with environmental consultants associated with the RBPBO/IDOs during implementation phase of the of the bridge projects.

Part B: Supervision, Monitoring and Quality Control of works

- v) To assist IDOs (Kaski & Syangja) in daily construction site supervision, monitoring and quality control of the trial bridge projects under construction.
- vi) To perform and monitor works like layout, quality assurance, progress monitoring and reporting of the trial bridge sites.
- vii) To prepare daily/weekly/monthly progress report, quality control checklist and advice for correction and monitor works quality control of works and contract management and recommend for corrective measures if necessary.
- viii) To support the Engineers of IDOs (Kaski & Syangja) in all the activities concerning to trial bridge projects;
- ix) To assist in the verification of Interim Payment Certificate (IPCs) submitted by the contractor for the executed works.

Part C: Post Construction

- x) To compile the information and prepare a final report.
- xi) To assist in the preparation of "As-Built Drawings; and
- xii) To prepare completion reports of the subprojects.

3.0 Scope of Consulting Services

The consultant will prepare and provide technical inputs particularly in trial bridge sector in organizing, planning including survey, construction supervision, monitoring and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. S/he will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The Trial Bridge Technical Support Staff together will work under guidance of the IDO's Chief and in close cooperation with IDO's engineers and sub engineers. He/she will also assist the IDOs in the review and approval of design modifications which may be required during the construction phase.

Duties and Responsibilities

- ❖ Assist in the site layout of the bridge projects; keep the field record of construction site on daily basis.
- ❖ Supervise the construction site in trail bridge construction; verify the work of contractor for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

- ❖ Assist in the field measurement works of the contractors for Interim Certificate Payment (IPC).
- ❖ Assist in the walk over survey of the proposed trial bridge sites for the preparation of DPR; carry out the field verification of DPRs of bridge projects prepared by IDOs.
- ❖ Assist the IDOs to conduct baseline surveys on socioeconomic and Trail Bridge related indicators.
- ❖ Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- ❖ Ensure that the construction works on the site are aligned with QAP.
- ❖ Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- ❖ Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- ❖ Check and prepare the site inventory for any changes in the BoQ for the variation orders and assists the IDOs in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDOs.
- ❖ Assist in preparing completion reports of all sub-projects.
- ❖ Provide feedbacks and maintain regular communication with related field and IDOs staff.
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by IDOs in connection with the project works.

4.0 Qualification and experiences of the Consultant

The consultant shall have minimum Diploma in Civil Engineering with minimum general works experience of 10 years and specific works experience of 8 years in construction, supervision and quality control in bridge projects.

5.0 Duration of the Services

- ❖ The consultant's duration of service will be for a period of 24 months. The consultant expected to work full time office hours.
- ❖ In the case of termination of contract on the part of the office (client), the letter will inform in writing one (1) month before to the consultant.
- ❖ If the consultant wishes to leave the project, he/she shall mandatorily inform in writing two (2) months before to the IDO.

6.0 Duty Station

The consultant shall perform works for

- a) Working station shall be 2 districts (Kaski & Syangja)

7.0 Remuneration

- ❖ The consultant shall be paid a lump sum amount of remuneration per month, which should include all his/her overheads, social charges and other associated costs including local transportation within Pokhara valley and insurance premium costs.
- ❖ In case of travel requirement outside Pokhara valley and within Nepal for project related assignments, consultant shall be paid travel expenses on actual basis and suitably determined subsistence allowance to cover all other costs including accommodation.

- ❖ The consultant shall be responsible for all taxes and duties including income tax. The consultant shall be registered in VAT after agreement as per Government of Nepal rules and regulations.
- ❖ The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- ❖ In case of failure of negotiation; the consultants in waiting list in order of merit will be called on for negotiation
- ❖ The price escalation is not applicable to this consulting service.
- ❖ The Consultant shall be paid by IDO every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by the respective IDO Chief or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ Total cost of the proposed consultancy services for one consultant is estimated to be NRs **19,73,520 with VAT and contingencies**. This includes remuneration of the consultant for **24months** as approved by the project.

8. Logistic Support

The Consultant shall be provided other logistic support as below:

- ❖ The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of the IDO. The IDO may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The IDO shall avail the electricity and internet facility to the consultant during working hour.
- ❖ The Consultant shall have his/her own laptop for working.
- ❖ If needed, the Consultant shall be stationed at the work site(s).
- ❖ The IDO shall avail the transport facility at least with a motorcycle for travel to the field.

9. Reporting obligation

- ❖ Monthly overall progress report.
- ❖ Financial report comprising of all the project expenditure
- ❖ Construction supervision report
- ❖ Other reports as asked by and IDO in connection with the project work.

10. Payment

The consultant will be entitled to receive payment on monthly basis upon submission of time sheet and monthly progress report. Time sheet shall be approved by IDO chief.

11. Taxation

The consultant is fully responsible all taxes imposed by the government. The consultant shall be registered in VAT after agreement. The consultant shall be responsible for the cost of the premium of insurance plan he takes up.

12. Time Schedule

The consultant expected to work full time office hours in accordance with IDO, directed time schedule as per Agreement.

13 . Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his /her works and s/he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

14 . Disposition of Facilities

At the end of the project, the Consultant shall hand over to the IDO office all equipment, apparatus or other things procured by the office funding used by the Consultant during the assignment. All items handed over to the IDO office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.

15 . AGREEMENT

The Consultant shall be required to enter into an agreement with the IDO, Kaski on time-based contract.