

REQUEST FOR PROPOSAL (RFP) DOCUMENT




प्रमुख प्रशासकिय अधिकारी

Procurement of Consulting Services:
Preparation of Integrated Urban Development Plan
(IUDP) of Budhiganga Rural Municipality

issued by:
Budiganga Rural Municipality Office
Hatthimuda, Morang

RFP Documents for Preparation of Integrated Urban Development Plan of Budiganga Rural Municipality Office

REQUEST FOR PROPOSALS (RFP)

RFP No. : Job No. Consultancy/ 2075/076 - 02

Title of Consulting Services:

Preparation of Integrated Urban Development Plan (IUDP) of Budhiganga Rural Municipality.

Project Name:

Preparation of Integrated Urban Development Plan (IUDP) of Budhiganga Rural Municipality.

Office Name:

Office of Budhiganga Rural Municipality.

Office Address:

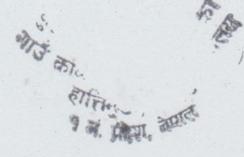
Budiganga Rural Municipality- 05, Morang

Source of Funding:

Government of Nepal



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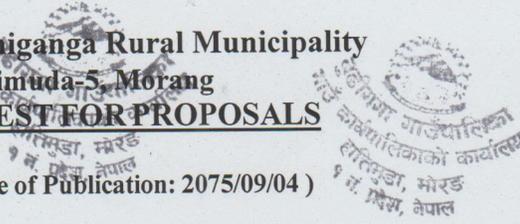
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Office of Budhiganga Rural Municipality
Hattimuda-5, Morang
REQUEST FOR PROPOSALS

(First Date of Publication: 2075/09/04)



Handwritten signature and official stamp of the Executive Officer, Budhiganga Rural Municipality, Hattimuda-5, Morang, Nepal.

1. It is notified that regarding "Request for proposals" for the **Preparation of Comprehensive/Integrated Urban Development Plan (IUDP) of Budhiganga Rural Municipality**, the following short listed EOI applicants are requested to submit their technical and financial proposals as per schedule mentioned below.

List of shortlisted EOI applicants

S.N.	Name & Address of Consultant
1.	Raj Engineering Consultant Pvt.Ltd. Kathmandu, Nepal
2.	Pathway Nepal Pvt.Ltd.Moonlight Civil Solution Pvt.Ltd. & Bhugol Engineering Consultant JV Itahari 01,Sunsari
3.	Cosmopolitan Consultsnt & Techical Education Centre Pvt.Ltd.&Integrated Professional Service Nepal Pvt.Ltd.JV Kirtipur,Kathmandu

2. RFP obtained free of cost during office hours on all government working days within 30 days of first date of publication of this notice from Budiganga Rural Municipality Office, hattimuda 5 , Morang or can be downloaded from the website www.budhigangamunmorang.gov.np
3. Duly completed **RFP** documents should be submitted to the address mentioned below clearly mentioning the name of the Job in sealed envelopes before 12 Noon (NST- Nepal Standard Time) within 31 days of first publication Of this notice .
The Executive Officer
Office: Budhiganga Rural Municipality Office
Hattimuda o5, Morang
Telephone: 9852026934
Website: budhigangamunmorang.gov.np
4. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day, the same hour.
5. Duly completed RFP documents received after the due date & time, shall be considered late, summarily rejected and returned unopened.
6. The completed RFP documents received by the due date and within the specified time shall be opened at 1:00 (NST) on the 31st day of first date of publication of this notice (2075/09/04 in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicants or their authorized representatives, however, shall not obstruct or prevent the opening of the RFP in any way.
7. The RFP documents received from the consultants will be evaluated on the basis of the approved evaluation criteria. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
8. Budhiganga Rural Municipality office reserves the right to accept or reject any or all proposals with or without giving any reason whats oever.
9. Further information on this RFP can be obtained from the above address of Office of Budhiganga Rural Municipality during office hours in all working days prior to the deadline of submission of RFP.

Section 1: Letter of Invitation



Date: 2075/09/04

To,

M/s **Cosopolitatan Consultant and Technial Education centee,-Next Cousult & Intregated Professional Service Nepal p.Ltd. J.V. Kirtipur Kathmandu.**
Raj Engineering Consultant Pvt. Ltd., Kathmandu.
Pathway Nepal P.Ltd.-Moonlight Civil Solution P.Ltd.& Bhogol engineering Consultsnt P.Ltd.J.V. Ithari 01,Sunsari

Attention: Mr./Ms: Dear Sir,

Re: **Request for Proposal for the Consulting Services for Preparation of Integrated Urban Development Plan (IUDP) of Budhiganga Rural Municipality.**

1. Government of Nepal (GON) has allocated a fund towards the cost of Preparation of Integrated Urban Development Plan (IUDP) of Buudiganga Rural Municipality and intends to apply a portion of this fund to eligible payments under this Contract.
2. Budiganga Rural Municipality Office now invites proposals to provide consulting Services for Preparation of Integrated Urban Development Plan (IUDP) of Budiganga Rural Municipality. Details of the services are provided in the Terms of Reference (TOR).
3. The Request for Proposal (RFP) has been addressed to the following shortlisted Consultants:
 1. **Cosopolitatan Consultant and Technial Education centee,-Next Cousult & Intregated Professional Service Nepal p.Ltd. J.V. Kirtipur Kathmandu.**
 2. **Raj Engineering Consultant Pvt. Ltd., Kathmandu.**
 3. **Pathway Nepal P.Ltd.-Moonlight Civil Solution P.Ltd.& Bhogol engineering Consultsnt P.Ltd.J.V. Ithari 01,Sunsari**

A Consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.

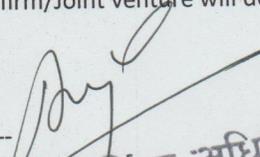
4. The RFP includes the following documents:

Section 1 - Letter of Invitation
Section 2 - Information to Consultants
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Section 6 - Standard Forms of Contract.

5. In case of a joint venture (JV), the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV. The composition and share structures of the JV shall be the same as proposed during the Expression of Interest (EOI).
6. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether your firm/Joint venture will submit a proposal, or,
 - (c) your firm/Joint venture will decline to submit a proposal.

Yours sincerely,

Binod Kumar Neupana
Chief Administrative Officer


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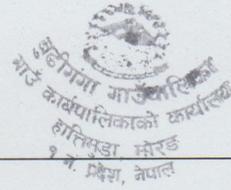


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Section 2. Information to Consultants

1	Introduction	<p>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.</p> <p>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.</p> <p>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.</p> <p>1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.</p> <p>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.</p> <p>1.6 GoN 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.</p> <p>1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:</p> <p>a. A consultant, who 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</p>
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Section 2. Information to Consultants



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		<p>the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.</p> <p>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.</p> <p>1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.</p> <p>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:</p> <p>a. defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>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</p> <p>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.</p> <p>b. 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;</p> <p>c. 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;</p> <p>d. will debar a consultant for a stated period of time, to be</p>
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Section 2. Information to Consultants

		<p>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</p> <p>e. 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.</p> <p>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).</p> <p>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.</p>
2.	Clarification and Amendment of RFP Documents	<p>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.</p> <p>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.</p>
3	Preparation of Proposal Technical Proposal	<p>3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.</p> <p>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.</p> <p>3.3 While preparing the Technical Proposal, consultants must give</p>



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		<p>particular attention to the following:</p> <ul style="list-style-type: none">i. 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.ii. 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.iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.iv. 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.v. Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet. <p>3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):</p> <ul style="list-style-type: none">i. 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.ii. 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).iii. A description of the methodology and work plan for performing
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		<p>the assignment (Section 3D).</p> <p>iv. 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).</p> <p>v. 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 (10) years.</p> <p>vi. 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).</p> <p>vii. 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.</p> <p>viii. Any additional information requested in the Data Sheet.</p> <p>3.5 The Technical Proposal shall not include any financial information. 3.4</p>
Financial Proposal		<p>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.</p> <p>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.</p> <p>3.8 Consultants shall express the price of their services in Nepalese Rupees.</p> <p>3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep</p>

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		<p>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.</p>
4	Submission, Receipt, and Opening of Proposals	<p>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 initialled by the persons or person who sign(s) the proposals.</p> <p>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.</p> <p>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.</p> <p>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."</p> <p>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.</p> <p>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.</p>
5	Proposal Evaluation	

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	<p>General</p>	<p>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.</p> <p>5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.</p>
	<p>Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS)</p>	<p>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.</p> <p>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.</p>
	<p>Public Opening and Evaluation of Financial Proposals (CBS Only)</p>	<p>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.</p>
	<p>Public Opening and Evaluation of Financial Proposals (QCBS, FBS, LCBS)</p>	<p>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.</p>

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		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>5.6 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) 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: $S = St \times T\% + Sf \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
6	Negotiations	<p>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.</p> <p>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</p>



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		<p>defining the inputs required from the Client to ensure satisfactory implementation of the assignment.</p> <p>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.</p> <p>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.</p> <p>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.</p>
7	Award of Contract	<p>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 its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.</p> <p>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 its intention to accept the winning proposal pursuant to</p>



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		<p>Sub Clause 7.1.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.</p> <p>7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
8	Confidentiality	<p>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.</p>
9	Conduct of Consultants	<p>9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.</p> <p>9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ol style="list-style-type: none">give or propose improper inducement directly or indirectly,distortion or misrepresentation of factsengaging or being involved in corrupt or fraudulent practiceinterference in participation of other prospective bidderscoercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing



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Section 2. Information to Consultants

		<p>artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.</p> <p>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</p>
10	Blacklisting Consultant	<p>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:</p> <ul style="list-style-type: none">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 contractd) 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 <p>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.</p>



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Section 2. Information to Consultants

Information to Consultant

DATA SHEET

Clause Reference

1.1	The name of the Client is: Office of Budhiganga Rural Municipality. The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name: Preparation of Comprehensive/ Integrated Urban Development Plan of Budhiganga Rural Municipality Objectives : <i>Refer TOR</i> Description : <i>Refer TOR</i>
1.3	A pre-proposal conference will be held: Yes ___ () No ___ () Date: day from the first date of publication of notice for issuance of RFP Document. Time: Venue: The name (s), address (es), and telephone numbers of the Client's official (s) are: Name: Budhiganga Rural Municipality Office Address: Hattimuda, Morang. Telephone No. : 9842494940
1.4	The Client will provide the following inputs: As per TOR.
1.10	The clauses on fraud and corruption in the Contract are: As per PPMO guidelines and prevailing laws of Procurement Act and Regulations.
2.1	Clarifications may be requested 3 days before the submission date The address for requesting clarifications is: Budhigangai Rural Municipality Office Facsimile: 9842494940. Website: www.budigangamunmorang.gov.np



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प्रमुख प्रासासिक अधिकृत

Section 2. Information to Consultants

3.1	Proposals should be submitted in the following language(s): English
3.3	(i) Short listed consultants/entity may associate with other short listed consultant. (ii) The estimated number of professional staff-months required for the assignment : Refer TOR (iii) The minimum required experience of proposed professional staff is: Refer TOR (iv) Reports that are part of the assignment must be written in the following language(s): English (v) Available Budget for Fixed Budget Assignment : Not Applicable
3.4	(i) Training is a specific component of this assignment: No (ii) Additional information in the Technical Proposal includes: As provided in the TOR
3.9	Proposals must remain valid 90 days after the submission date.
4.3	Consultants must submit an original copy of each proposal: The consultant should submit the quality assurance plan.
4.4	The proposal submission address: Office of Budhiganga Rural Municipality. Hattimuda-05, Morang Information on the outer envelope should also include : Project Name: Preparation of Comprehensive/ Integrated Urban Development Plan of Budhiganga Rural Municipality
4.5	Proposals must be submitted no later than: As per Notice
5.1	The address to send information to the Client is: Budhiganga Rural Municipality Office Hattimuda Morang, Nepal.



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Section 2. Information to Consultants

5.3	Evaluation criteria for evaluating the request for proposal of "Preparation of Comprehensive/Integrated Urban Development Plan of Budhiganga Rural Municipality."		
	Marks allocated for evaluation of RFP Documents		
	S.N.	Descriptions	Marks
	1	Specific work experience of the firm in the last five years a. Integrated Development Plan 1*8= 8 b. Periodic Development Plan 1*5=5 c. GIS Base Map 1*1=1 d. District / Municipal Transport Master Plan 0.5*4=2 e. City Renovation plan 2*2=4	20
	2	Adequacy of the proposed work plan and methodology in responding to the terms of Reference a. Understanding of objectives and TOR -5 b. Quality of Methodology - 10 c. Innovativeness - 3 d. Work plan and time schedule -5 e. Quality assurance plan -2	25
3	Competence of the key staff for assignment (specific experience of the key professionals in relevant field) a. Urban Planner (Team Leader) - 15 b. Architect - 5 c. Civil Engineer - 5 d. Environmental Engineer/Expert - 5 e. Geo-tech Engineer - 5 f. GIS Expert - 5 g. Economist/Financial Analyst - 4 h. Sociologist/Community Development Expert - 4 i. Institutional Development Expert - 2	50	
4	Transfer of Knowledge	5	



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प्रमुख प्रशासकिय अधिकृत

Section 2. Information to Consultants

		Total Marks	100
		Minimum Technical Score required in aggregate to pass = 70 marks	
	The fixed Budget Ceiling for the assignment is : N/A		
5.10	<p>The formula for determining the financial scores is the following: <i>[Either $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]</i></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>		
6.1	<p>The address for negotiations is: <i>Budhiganga Rural Municipality Office</i> <i>Hattimuda, Morang, Nepal.</i></p>		
7.6	The assignment is expected to commence on As per Notice		
Additional Information.	<ul style="list-style-type: none"> • The information furnished by the Firm (s) in the RFP document should be realistic. If any discrepancies/faults are found, legal action may be taken as per prevailing rules and regulations. • The Consultant must put the signature of authorized representative and stamp of company on each printed side of every page in both the Technical and Financial Proposals. • In case of a joint venture, the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV. The composition and share structures of the JV shall be the same as proposed during the EOI. If otherwise, the proposal will not be evaluated. 		