



Richi Ram Acharya  
Chief Administrative Officer

Document for Selection of Consultants – SRFP



# **Standard Request for Proposals**

## **Selection of Consultants**

**Lump-Sum**

## **SELECTION OF CONSULTANTS**

### **REQUEST FOR PROPOSALS**

**RFP No.: PM/CS/RFP/01/080/81**

**Selection of Consulting Services for:  
[Phalewas Municipality Periodic Development Plan]**

**Office Name: Phalewas Municipality**  
**Office Address: Khanigaun, Parbat**

**Financing Agency: Government Budget**

**Issued on: [2080/11/21]**

## **TABLE OF CONTENTS**

**Section 1 – Letter of Invitation**

**Section 2 – Instructions to Consultants and Data Sheet**

**Section 3 – Technical Proposal – Standard Forms**

**Section 4 – Financial Proposal – Standard Forms**

**Section 5 – Eligible Countries**

**Section 6 – Corrupt and Fraudulent Practices**

**Section 7–Terms of Reference**

**Section 8– Conditions of Contract and Contract Forms**

## TABLE OF CLAUSES

### **PART I**

#### **Section 1. Letter of Invitation**

#### **Section 2. Instructions to Consultants and Data Sheet**

##### **A. General Provisions**

1. Definitions
2. Introduction
3. Conflict of Interest
4. Unfair Competitive Advantage
5. Corrupt and Fraudulent Practices
6. Eligibility

##### **B. Preparation of Proposals**

7. General Considerations
8. Cost of Preparation of Proposal
9. Language
10. Documents Comprising the Proposal
11. Only One Proposal
12. Proposal Validity
13. Clarification and Amendment of RFP
14. Preparation of Proposals – Specific Considerations
15. Technical Proposal Format and Content
16. Financial Proposal

##### **C. Submission, Opening and Evaluation**

17. Submission, Sealing, and Marking of Proposals
18. Confidentiality
19. Opening of Technical Proposals
20. Proposals Evaluation
21. Evaluation of Technical Proposals
22. Financial Proposals for QBS
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)
24. Correction of Errors
25. Taxes
26. Conversion to Single Currency

27. Combined Quality and Cost Evaluation

28. Negotiations

29. Conclusion of Negotiations

30. Award of Contract

D. Negotiations and Award

E. Data Sheet

### **Section 3. Technical Proposal – Standard Forms**

Form TECH-1

Form TECH-2

Form TECH-3

Form TECH-4

Form TECH-5

Form TECH-6

Form TECH-7

### **Section 4. Financial Proposal - Standard Forms**

### **Section 5. Eligible Countries**

### **Section 6. Corrupt and Fraudulent Practices**

### **Section 7. Terms of Reference**

## **PART II**

### **Section 8. Conditions of Contract and Contract Forms**

Preface

I. Form of Contract

II. General Conditions of Contract

III. Special Conditions of Contract

IV. Appendices



## PART I

### Section 1. Letter of Invitation

RFP No: **PM/CS/RFP/01/080/81**  
Khanigaun,parbat 2080/11/21

Dear Mr./Ms.:

1. Government of Nepal (GoN) has allocated fund toward the cost **Phalewas Municipality Periodic Development Plan** and intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued.
2. The Client now invites proposals to provide the following consulting services (hereinafter called "Services"): **Phalewas Municipality Periodic Development Plan**. More details on the Services are provided in the Terms of Reference (Section 7).
3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants:
4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. A firm will be selected under QCBS and procedures described in this RFP.

6. The RFP includes the following documents:

Section 1 - Letter of Invitation  
Section 2 - Instructions to Consultants and Data Sheet  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 – Eligible Countries  
Section 6 – GoN/DP's Policy – Corrupt and Fraudulent Practices  
Section 7 - Terms of Reference  
Section 8 - Standard Forms of Contract

7. Please inform by 2080/12/06, at Phalewas Municipality Office,Khanigaun- Parbat or by E-mail : [phalewashnagarpalika@gmail.com](mailto:phalewashnagarpalika@gmail.com)
  - (a) that you received the letter of invitation; and
  - (b) whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).

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8. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,  
Rishiram Acharya  
Chief Administrative Officer

## Section 2. Instructions to Consultants and Data Sheet

["Notes to the Client": this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes to address specific country and project issues, to supplement, but not over-write, the provisions of the Instructions to Consultants (ITC), shall be introduced through the Data Sheet only. "Notes to the Client" should be deleted from the final RFP issued to the shortlisted Consultants].

### A. General Provisions

<b>1. Definitions</b>	<ul style="list-style-type: none"> <li>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</li> <li>(b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "Applicable Law" means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.</li> <li>(c). "Borrower [or Recipient or Beneficiary]" means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner.</li> <li>(d). "Client" means the <i>[procuring entity/implementing/ executing agency]</i> that signs the Contract for the Services with the selected Consultant.</li> <li>(e). "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</li> <li>(f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</li> <li>(g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</li> <li>(h). "Day" means a calendar day.</li> <li>(i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet.</li> <li>(j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</li> <li>(k). "Government" means the government of the Nepal.</li> <li>(l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</li> <li>(m). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.</li> </ul>
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	<p>(n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>(o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.</p> <p>(p). "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(q). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(r). "RFP" means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP.</p> <p>(s). "SRFP" means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP.</p> <p>(t). "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>(u). "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>(v). "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<b>2. Introduction</b>	<p>2.1 The Client named in the <b>Data Sheet</b> intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the <b>Data Sheet</b>.</p>
<b>3. Conflict of Interest</b>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the</p>

	<p>disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP.</p> <p>Without limitation on the generality of the foregoing, and unless stated otherwise in the <b>Data Sheet</b>, the Consultant shall not be hired under the circumstances set forth below:</p>
<b>a. Conflicting activities</b>	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services</u>: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<b>b. Conflicting assignments</b>	<p>(ii) <u>Conflict among consulting assignments</u>: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.</p>
<b>c. Conflicting relationships</b>	<p>(iii) <u>Relationship with the Client's staff</u>: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.</p>
<b>4. Unfair Competitive Advantage</b>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the <b>Data Sheet</b> and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<b>5. Corrupt and Fraudulent Practices</b>	<p>5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP.</p> <p>5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.</p>
<b>6. Eligibility</b>	<p>6.1 The GoN/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects.</p>

	<p>6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP. Maximum number of partners in JV shall be Specified in <b>Data sheet</b>.</p> <p>6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:</p>
<b>a. Sanctions</b>	<p>6.3.1 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant. The list of debarred firms and individuals is available at the electronic address specified in the <b>Data Sheet</b>.</p>
<b>b. Prohibitions</b>	<p>6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and:</p> <p>(a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or</p> <p>(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.</p>
<b>c. Restrictions for public employees</b>	<p>6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).</p>
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
<b>8. Cost of Preparation of Proposal</b>	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
<b>9. Language</b>	<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.</p>
<b>10. Documents Comprising the Proposal</b>	<p>10.1 The Proposal shall comprise the documents and forms listed in the <b>Data Sheet</b>.</p> <p>10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this</p>

	Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
<b>11. Only One Proposal</b>	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the <b>Data Sheet</b> .
<b>12. Proposal Validity</b>	<p>12.1 The <b>Data Sheet</b> indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance with Clause 5 of this ITC.</p>
<b>a. Extension of Validity Period</b>	<p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts. <b>The Consultant shall not include any additional conditions against the provisions specified in RFP, while extending the validity of its Proposal.</b></p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<b>b. Substitution of Key Experts at Validity Extension</b>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p>
<b>c. Sub-Contracting</b>	12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the <b>Data Sheet</b> .

<p><b>13. Clarification and Amendment of RFP</b></p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the <b>Data Sheet</b>. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p><b>14. Preparation of Proposals – Specific Considerations</b></p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the <b>Data Sheet</b>. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member.</p> <p>14.1.2 The Client may indicate in the <b>Data Sheet</b> the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.</p> <p>14.1.3 If stated in the <b>Data Sheet</b>, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the <b>Data Sheet</b>) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the <b>Data Sheet</b>.</p>

	14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b> , and the Financial Proposal shall not exceed this budget.
<b>15. Technical Proposal Format and Content</b>	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.</p>
<b>16. Financial Proposal</b>	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the <b>Data Sheet</b> .
<b>a. Price Adjustment</b>	16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the <b>Data Sheet</b> .
<b>b. Taxes</b>	16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the <b>Data Sheet</b> .
<b>c. Currency of Proposal</b>	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b> . If indicated in the <b>Data Sheet</b> , the portion of the price representing local cost shall be stated in the Nepalese Rupees.
<b>d. Currency of Payment</b>	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the <b>Data Sheet</b>, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p>

	<p>17.5 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “<b>DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]</b>.”</p> <p>17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL.</b>”</p> <p><b>17.8</b> The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “<b>DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]</b>”.</p> <p>17.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p> <p>17.10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant.</p> <p>18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO’s blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a Consultant wishes to contact the</p>

	Client on any matter related to the selection process, it should do so only in writing.
<b>19. Opening of Technical Proposals</b>	<p>19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the <b>Data Sheet</b>. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the <b>Data Sheet</b>.</p>
<b>20. Proposals Evaluation</b>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its "no objection", if applicable.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<b>21. Evaluation of Technical Proposals</b>	<p>21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b>.</p> <p>21.2 Proposed experts, involved in the firms' work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.</p> <p>21.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<b>22. Financial Proposals for QBS</b>	<p>22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.</p>

	<p>22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p> <p>22.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<p><b>23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</b></p>	<p>23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.</p> <p>23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened.</p> <p>These Financial Proposals shall be then opened, and the following information will be recorded:</p> <ul style="list-style-type: none"> <li>(a) Name and address ,</li> <li>(b) Proposed service charge,</li> <li>(c) Discount offered, if any;</li> <li>(d) Description of the discrepancies, if any, between figure and words,</li> <li>(e) Whether the financial proposal is signed or not by authorized representative of consultant,</li> <li>(f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced,</li> <li>(g) Other necessary matters considered appropriate by the Public Entity</li> </ul> <p>23.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution</p>

	/company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
<b>24. Correction of Errors</b>	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
<b>a. Time-Based Contracts</b>	24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
<b>b. Lump-Sum Contracts</b>	24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
<b>25. Taxes</b>	<p>25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation.</p> <p>25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.</p>
<b>26. Conversion to Single Currency</b>	26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b> .
<b>27. Combined Quality and Cost Evaluation</b>	
<b>a. Quality- and Cost-Based Selection (QCBS)</b>	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

<b>b. Fixed-Budget Selection (FBS)</b>	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>
<b>c. Least-Cost Selection (LCS)</b>	<p>27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.</p>
<b>D. Negotiations and Award</b>	
<b>28. Negotiations</b>	<p>28.1 The negotiations will be held at the date and address indicated in the <b>Data Sheet</b> with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.</p>
<b>a. Availability of Key Experts</b>	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<b>b. Technical negotiations</b>	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<b>c. Financial negotiations</b>	<p>28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses.</p>

	<p>28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.</p> <p>28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3:Financial Negotiations – Breakdown of Remuneration Rates.</p>
<b>29. Conclusion of Negotiations</b>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
<b>30. Award of Contract</b>	<p>30.1 Pursuant to Clause 29.1 of this ITC, 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>30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.</p> <p>30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.</p> <p>30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p> <p>30.5 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<b>31. Request for Information/ Complaints</b>	<p>31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for</p>

	<p>review shall have to furnish a cash amount or bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law equivalent to the amount specified in the Data Sheet with the validity period of at least ninety days from the date of filing of application.</p> <p>In case of letter of intent after evaluation of financial proposal 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law equivalent to the 1% of Financial Proposal with the validity period of at least ninety days from the date of filing of application.</p> <p>31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC 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 Clause 30.1 of this ITC.</p> <p>31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application.</p> <p>31.4 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days.</p> <p>31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.</p>
<p><b>32. Conduct of Consultants</b></p>	<p>32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations.</p> <p>32.2 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 Contract Agreement:</p> <ol style="list-style-type: none"> <li>give or propose improper inducement directly or indirectly,</li> <li>distortion or misrepresentation of facts</li> <li>engaging or being involved in corrupt or fraudulent practice</li> <li>interference in</li> <li>participation of other prospective bidders.</li> <li>coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> </ol>

	<p>g. 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.</p> <p>h. 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>
<b>33. Blacklisting</b>	<p>33.1 Without prejudice to any other rights of the client 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> <ol style="list-style-type: none"> <li>if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC,</li> <li>if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC,</li> <li>if it is proved later that the consultant has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed assignment is not of the specified quality as per the contract,</li> <li>if convicted by a court of law in a criminal offence which disqualifies the firm from participating in the contract.</li> <li>if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,</li> <li>if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.</li> </ol> <p>33.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN, PPMO and/or the DP Development Partner.</p> <p>The list of debarred firms is available at the electronic address specified in the <b>Data Sheet</b>.</p>

## E. Data Sheet

["Notes to Client" shown in brackets throughout the text are provided for guidance to prepare the Data Sheet; they should be deleted from the final RFP to be sent to the shortlisted Consultants]

A. General	
ITC Clause Reference	
1(i)	Development Partner (DP) is: N/A
1(k) (definitions)	<p>International experts mean experts who are citizens of an eligible country.</p> <p>National experts mean experts who are citizens of Nepal.</p> <p>Nationals who possess the appropriate international experience may be considered for assignments that require international expertise.</p> <p>The international experience that is required for a particular assignment will be defined and described in the pertinent TOR.</p>
2.1	<p><b>Name of the Client: Phalewas Municipality</b></p> <p><b>Method of selection: <u>QCBS</u></b></p>
2.2	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes</p> <p><b>The name of the assignment is: Phalewas Municipality Periodic Development Plan</b> <b>RFP No.: PM/CS/RFP/01/080/81</b></p>
2.3	<b>A pre-proposal conference will be held: No</b>
2.4	<p><b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b></p> <p>Related information available in Phalewas Municipality.</p> <ul style="list-style-type: none"> <li>-Coordination for meetings/workshops.</li> <li>-Coordination for acquiring other available information required for study.</li> </ul>
4.1	N/A
6.2	Maximum number of partners in JV shall be: N/A

6.3.1	<b>A list of debarred firms and individuals is available at the following website</b> <a href="http://www.ppmo.gov.np">:www.ppmo.gov.np</a>
<b>B. Preparation of Proposals</b>	
10.1	<p><b>The Proposal shall comprise the following:</b></p> <p><b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1</li> <li>(4) TECH-2</li> <li>(5) TECH-3</li> <li>(6) TECH-4</li> <li>(7) TECH-5</li> <li>(8) TECH-6</li> <li>(9) TECH-7</li> </ol> <p>AND</p> <p><b>2<sup>nd</sup> Inner Envelope with the Financial Proposal (if applicable):</b></p> <ol style="list-style-type: none"> <li>(1) FIN-1</li> <li>(2) FIN-2</li> <li>(3) FIN-3</li> <li>(4) FIN-4</li> </ol> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation.</li> </ul>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>Yes</p>
12.1	Proposals must remain valid for <i>90 days</i> calendar days after the proposal submission deadline.
12.9	Sub-contracting is allowed for the proposed assignment :No
13.1	<p><b>Clarifications may be requested no later than 5 days prior to the submission deadline.</b></p> <p>The contact information for requesting clarifications is: 067430103</p> <p>Email: ito.phalewasmun@gmail.com, <a href="mailto:phalewashnagarpalika@gmail.com">phalewashnagarpalika@gmail.com</a></p>

14.1.1	<p><b>Shortlisted Consultants may associate with</b></p> <p>(a) non-shortlisted consultant(s): No _____</p> <p>(b) other shortlisted Consultants: No _____</p>
14.1.2	<p>[Estimated input of international Key Experts' time-input: Not applicable</p> <p>Estimated input of national Key Experts' time-input: 2month field, 1 month office</p>
14.1.3 for time-based contracts only	N/A
14.1.4 and 27.2 use for Fixed Budget method	N/A
16.1	<p>[A <u>sample</u> list is provided below for guidance. Items that are not applicable should be deleted, others may be added.]</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> <li>(4) communications costs;</li> <li>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</li> <li>(6) cost of reports production (including printing) and delivering to the Client;</li> <li>(7) other allowances where applicable</li> </ol>
16.2	<p><b>A price adjustment provision applies to remuneration rates:</b></p> <p>No</p>
16.3	<p><b>"Information on the Consultant's tax obligations in Nepal can be found at the Inland Revenue Department website: <a href="http://www.ird.gov.np">www.ird.gov.np</a>."</b></p>

16.4	<p><b>The Financial Proposal shall be stated in the following currencies:</b> Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.NRS.</p> <p><b>The Financial Proposal should state local costs in Nepalese Rupees</b></p>								
<b>C. Submission, Opening and Evaluation</b>									
17.1	<p><b>The Consultants “shall not” have the option of submitting their Proposals electronically.</b></p>								
17.5	<p><b>The Consultant must submit:</b> (a) <b>Technical Proposal:</b> one (1) original and 1 copies; (b) <b>Financial Proposal:</b> one (1) original and 1 copies.</p>								
17.8	<p><b>The Proposals must be</b> received at the address below <b>no later than:</b></p> <p><b>Date:</b> 2080/12/06 <b>Time:</b> 12:00</p> <p><b>The Proposal submission address is:</b> Office of Municipal Executive, Khanigaun, Parbat Information on the outer envelope should also include: <b>PM/CS/RFP/01/080/81</b> <b>Phalewas Municipality Periodic Development Plan</b></p>								
19.1	<p><b>An online option of the opening of the Technical Proposals is offered:</b> No</p> <p><b>The opening shall take place at:</b> Office of Municipal Executive, Khanigaun, Parbat. <b>Date:</b> 2080/12/06 <b>Time:</b> 14:00 Local Time</p>								
19.2	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals :</b> Confirmation that invitation to submit proposal was not transferred to another party.</p>								
21.1	<p>The evaluation criteria, sub-criteria, and point system for the evaluation are: (i) Specific experience of the consultants (as a firm) related to the assignment</p> <p><b>25 marks</b></p> <table><tr><th>S. N.</th><th>Description</th><th>Marks</th><th>Remarks</th></tr><tr><td>(A)</td><td>परामर्श क्षेत्रमा कम्तिमा ५ वर्षको अनुभव भएको</td><td>10</td><td></td></tr></table>	S. N.	Description	Marks	Remarks	(A)	परामर्श क्षेत्रमा कम्तिमा ५ वर्षको अनुभव भएको	10	
S. N.	Description	Marks	Remarks						
(A)	परामर्श क्षेत्रमा कम्तिमा ५ वर्षको अनुभव भएको	10							

i.	कम्तिमा ५ वर्ष वा सो भन्दा बढी परामर्श अनुभव	100%	
ii	३ वर्ष -५ वर्ष परामर्शको अनुभव	80%	
iii	३ वर्ष वा सो भन्दा कम परामर्शको अनुभव	0%	
(A)	आवधिक विकास योजना सम्बन्धी अनुभव भएको	15	
i.	कम्तिमा ३ वटा आवधिक योजना सम्बन्धी अनुभव	100%	
ii	कम्तिमा 2 वटा आवधिक योजना सम्बन्धी अनुभव	80%	
iii	कम्तिमा 1 वटा आवधिक योजना सम्बन्धी अनुभव	50%	
iv	आवधिक योजना सम्बन्धी अनुभव हासिल नगरेको	0%	

Only study completed project will be considered for evaluation. The ongoing study or partially study completed project will not be considered for evaluation.

(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference

**30 marks**

1. Understanding of Objective of Study; Scope of Work for major activities; Comments and Suggestions on Terms of Reference and Data, Services & Facilities to be Provided by Client **(10 Marks)**
2. Approach and Methodology **(10 Marks)**
3. Work Plan **(10 Marks)**

(iii) Qualifications and Experience of the key staff for the Assignment

**45 marks**

**टोली प्रमुख: (क) 15 marks**

योग्यता: विकास योजना वा अन्य उपयुक्त सामाजिक विज्ञानका विषयमा मान्यता प्राप्त विश्व विद्यालयबाट स्नातकोत्तर उत्तीर्ण भई स्थानीय तहको आवधिक योजनागुरु योजना तर्जुमाका / वर्षको अनुभव भएको । नेपाली भाषामा प्रतिवेदन लेख्ने ५ क्षेत्रमा नेतृत्व गरेको कम्तिमा दक्षता भएको रस्थानीय तहको परिवेश बारे राम्रो ज्ञान भएको हुनुपर्नेछ ।

Academic Qualification (40%)	Experience in related field (60%)
Master's - 100%	More than 7 years -100%
	5-7 years -90%, 3-5 years -50%

**वित्तीय विप्लेशक /अर्थशास्त्री (ख): 5 marks**

**योग्यता:** मान्यता प्राप्त विश्व विद्यालयबाट अर्थशास्त्र विषयमा स्नातकोत्तर उत्तीर्ण भई आवधिक योजना तर्जुमाको क्षेत्रमा कम्तिमा ३ वर्षको अनुभव भएको। योजना तर्जुमा गर्दा आर्थिक तथा गैह्र आर्थिक क्षेत्रका कार्यक्रम अनुसार लागत अनुमान गर्ने साथै स्थानीय तहको बजेट प्रणालिको बारेमा ज्ञान भई वित्तिय विश्लेषण गर्न सक्ने नेपाली भाषामा प्रतिवेदन लेख्ने क्षमता भएको हुनुपर्नेछ।

Academic Qualification (40%)	Experience in related field (60%)
Master's - 100%	More than 5 years -100% 3-5 years -90%, 1-3 years-50%

**ग (शहरी विकास विज्ञ तथा पूर्वाधार विज्ञ): 5 marks**

**योग्यता:** सिभिल इन्जिनियरिङ वा सो सरहको इन्जिनियरिङ विषयमा स्नातकोत्तर गरी नेपाल ईन्जिनियरिङ काउन्सिलमा दर्ता भई आवधिक योजना तर्जुमाको क्षेत्रमा कम्तिमा ३ वर्षको अनुभव भएको। स्थानीय तहमा भौतिक पूर्वाधारको अवस्था बारे राम्रो ज्ञान भएको र नेपाली भाषामा प्रतिवेदन लेख्ने क्षमता हुनुपर्नेछ।

Academic Qualification (40%)	Experience in related field (60%)
Master's - 100%	More than 5 years -100% 3-5 years -90%,1-3 years-50%

**(घ)GIS Experts: 5 marks**

**योग्यता:** GIS विषयमा स्नातक गरी कम्तिमा ३ वर्ष GIS सम्बन्धी काम गरेको अनुभव भएको।

Academic Qualification (40%)	Experience in related field (60%)
Bachelor's - 100%	More than 5 years -100% 3-5 years -90%,1-3 years-50%

**लैंगिक समानता तथा सामाजिक समावेशिकरण वज्ञ (ङ): 5 marks**

**योग्यता:** समाज शास्त्र तथा अन्य विषयमा स्नातकोत्तर गरि लैंगिक समानता तथा सामाजिक समावेशिकरण सम्बन्धि क्षेत्रमा कम्तिमा ३ वर्ष कार्य अनुभव भएको।

Academic Qualification (40%)	Experience in related field (60%)
Master's - 100%	More than 5 years -100% 3-5 years -90%,1-3 years-50%

**स्थानीय विकास तथा सुशासन विज्ञ (च): 5 marks**

**योग्यता:** ग्रामिण विकास विषयमा स्नातकोत्तर गरि स्थानीय विकास तथा सुशासन सम्बन्धि क्षेत्रमा कम्तिमा ३ वर्ष कार्य अनुभव भएको।

Academic Qualification (40%)	Experience in related field (60%)
------------------------------	-----------------------------------

	<table border="1" data-bbox="354 205 1289 289"> <tr> <td>Master's - 100%</td><td>More than 5 years -100%</td></tr> <tr> <td></td><td>3-5 years -90%, 1-3 years-50%</td></tr> </table> <p><b>छकम्युटर अपरेटर (: 5 marks</b>  <b>योग्यता:</b> नेपाली यूनिकोड तथा अग्रेजी टाईप गर्न सक्ने। तथ्यांक व्यवस्थापन गर्न सक्ने र प्रतिवेदन तयारिमा दक्षता भएको ।</p> <table border="1" data-bbox="354 489 1289 619"> <tr> <th>Academic Qualification (40%)</th><th>Experience in related field (60%)</th></tr> <tr> <td>Bachelor's - 100%</td><td>More than 3 years -100%</td></tr> <tr> <td>+2 Level - 90%</td><td>1-3 years -90%</td></tr> </table> <p>Total Points:<b>100 marks</b>          The minimum technical score (St) required to pass is <b>60 marks</b></p>	Master's - 100%	More than 5 years -100%		3-5 years -90%, 1-3 years-50%	Academic Qualification (40%)	Experience in related field (60%)	Bachelor's - 100%	More than 3 years -100%	+2 Level - 90%	1-3 years -90%
Master's - 100%	More than 5 years -100%										
	3-5 years -90%, 1-3 years-50%										
Academic Qualification (40%)	Experience in related field (60%)										
Bachelor's - 100%	More than 3 years -100%										
+2 Level - 90%	1-3 years -90%										
23.1	<p><b>An online option of the opening of the Financial Proposals is offered: No</b></p> <p>[If yes, insert “<b>The online opening procedure shall be:</b> [describe the procedure for online opening of Financial Proposals.]</p>										
23.1 and 23.2	The Client will read aloud only overall technical scores.										
26.1	<p><b>The single currency for the conversion of all prices expressed in various currencies into a single one is</b> [indicate local currency or fully convertible foreign currency Local Currency ( NRs)</p>										
27.1 [a. QCBS only]	<p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b></p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p><math>Sf = 100 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.</p> <p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b>  <b>T = 80%, and</b>  <b>P = 20%</b></p> <p>Proposals are 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) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>										

	<b>D. Negotiations and Award</b>
<b>28.1</b>	<b>Expected date and address for contract negotiations:</b> <b>Date:</b> .2080/12/08 <b>Address:</b> Office of Municipal Executive, Khanigaun Parbat.
<b>30.4</b>	<b>Expected date for the commencement of the Services:</b> <b>Date :</b> .After 1 week of Agreement
<b>31.1</b>	The Applicant shall furnish a cash amount or a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with an amount of <b>0% of Estimates.</b>
<b>33.2</b>	<b>A list of blacklisted firms is available at the PPMO's website <a href="http://www.ppmo.gov.np">http://www.ppmo.gov.np</a></b>

## Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

### FORM TECH-1

#### TECHNICAL PROPOSAL SUBMISSION FORM

{Khanigaun Parbat, Date}

To: Phalewas Municipality, Khanigaun Parbat

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITC 6.

- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

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## FORM TECH-2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

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Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

#### A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

#### B - Consultant's Experience

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1. List only previous similar assignments successfully completed in the last 7 (Seven) years.

2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

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.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services Proposal National level :NRs International Level: (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project :( Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

### FORM TECH-3

## COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

### A - On the Terms of Reference

{improvements to the Terms of Reference, if any}

### B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

## FORM TECH-4

### DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents(including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}

## FORM TECH-5


### WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables <sup>1</sup> (D-..)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
<b>D-1</b>	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5).....												
	6) delivery of final report to Client}												
<b>D-2</b>	{e.g., Deliverable #2:.....}												
<b>n</b>													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	.....	D-...			Home	Field	Total
<b>KEY EXPERTS</b>															
<b>International</b>															
K-1	{e.g., Mr. Abbbb, PAK, 15.06.1954}	[Team Leader]	[Home] [Field]	[2 month] [0.5 m]		[1.0] [2.5]		[1.0] [0]							
K-2	e.g., Mr. Xxyyy, USA, 20.04.1969}														
K-3															
<b>National</b>															
n															
										<b>Subtotal</b>					
<b>NON-KEY EXPERTS</b>															
N-1			[Home] [Field]												
N-2															
n															
										<b>Subtotal</b>					
										<b>Total</b>					

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

-  Full time input  
 Part time input

## FORM TECH-7

### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Firm</b>	<i>Insert name of firm proposing the expert</i>
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Citizenship</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

**Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

--	--

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

*(i) This CV correctly describes my qualifications and experience*

*(ii) I am not a current employee of the GoN*

*(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*

*(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*

*(v) I am not currently debarred by a multilateral development bank (In case of DP funded project]*

*(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

*(vii) I declare that Corruption Case is not filed against me.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
[Signature of expert] Date: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
[Signature of authorized representative of the firm] Date: \_\_\_\_\_  
Day/Month/Year

Full name of authorized representative:

\_\_\_\_\_

#### Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1	Financial Proposal Submission Form
FIN-2	Summary of Costs
FIN-3	Breakdown of Remuneration
FIN-4	Other Expenses, Provisional Sums

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

To: Phalewas Municipality, khanigaun Parbat {Location, Date}

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet.* {Please note that all amounts shall be the same as in Form FIN-2}.

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. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

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

We remain,

Yours sincerely,

Authorized Signature {In full}: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}

## FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet. Payments will be made in the currency(ies) expressed. Delete columns which are not used.}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
<b>Competitive Components</b>				
Remuneration, Key Experts				
Remuneration, Non-Key Experts				
Reimbursable Expenses				
<b>Sub-Total</b>				
<b>Non-Competitive Components</b>				
Provisional Sums				
<b>Sub-Total</b>				
<b>Total Cost of the Financial Proposal<sup>1</sup></b>				
Value Added Tax (VAT)				

<sup>1</sup> Should match the amount in Form FIN-1.

### FORM FIN-3 BREAKDOWN OF REMUNERATION <sup>2</sup>

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Nationality	Currency	Person-month Remuneration Rate (Home)	Time Input in Person/Month (from TECH-6) (Home)	{Currency 1- as in FIN-2}	{Currency 2- as in FIN-2}	{Currency 3- as in FIN-2}	{Local Currency- as in FIN-2}
	Position (as in TECH-6)	Firm		Person-month Remuneration Rate (Field)	Time Input in Person/Month (from TECH-6) (Field)				
<b>KEY EXPERTS (International)<sup>3</sup></b>									
1.									
2.									
<b>Sub-Total Costs</b>									
<b>KEY EXPERTS (National)</b>									
1.									
2.									
<b>Sub-Total Costs</b>									
<b>Total Costs: Key Experts (International and National)</b>									
<b>NON-KEY EXPERTS/SUPPORT STAFF</b>									
1.									
2.									
<b>Total Costs: Non-Key Experts/Support Staff</b>									
<b>TOTAL COSTS: KEY AND NON-KEY EXPERTS/SUPPORT STAFF</b>									

<sup>2</sup> In the case of selections that do not include cost as an evaluation factor (i.e., QBS, CQS, and SSS), the Client may use an expanded version of this Form to add columns to request social charges, overhead, other charges (such as premium for field assignments in difficult locations) and the multiplier.

<sup>3</sup> As identified in the Summary and Personnel Evaluation Sheet.

## CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES (EXPANDED FORM TO FIN-3 – QBS)

(EXPRESSED IN [INSERT NAME OF CURRENCY\*])

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Profit <sup>2</sup>	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Client's Country									

\* If more than one currency is used, use additional table(s), one for each currency

1. Expressed as percentage of 1
2. Expressed as percentage of 4

## Sample Form

Consultant:  
Assignment:

Country:  
Date:

### Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consultant]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

Type of Expenses, Provisional Sums	Quantity	Unit	Currency	Unit Price	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
<b>Reimbursable Expenses</b>								
{e.g., Per diem allowances}	{Day}							
{e.g., International flights}	{RT}							
{e.g., In/out airport transportation}	{Trip}							
{e.g., Communication costs}								
{ e.g., reproduction of reports}								
{e.g., Office rent}								
<b>Sub-Total: Reimbursable Expenses</b>								
<b>Provisional Sums</b>								
Item 1								
Item 2								
<b>Sub-Total: Provisional Sums</b>								
<b>Total: Reimbursable Expenses + Provisional Sums</b>								

\* Provisional Sums must be expressed in the currency indicated in the data sheet.

## Section 5. Eligible Countries

Nepal

## Section 6. Corrupt and Fraudulent Practices

[“Notes to the Client”: The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP’s policy on corrupt and fraudulent practices]

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

- a. defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
  - (iv) “obstructive practice” means:
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (bb) acts intended to materially impede the exercise of the GoN’s/DP’s inspection and audit rights provided for under Clause GCC 25.2.
- 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;
- 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;
- d. will blacklist 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
- e. will have the right to require that, a provision be included requiring consultants to permit the Client to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

## Section 7. Terms of Reference

फुलेवास नगरपालिकाको आवधिक विकास योजना  
तर्जुमा गर्ने परामर्शदाताको लागि कार्यशर्त

फुलेवास नगरपालिका  
गण्डकी प्रदेश  
फाल्गुन २०८०

## विषयसूचि

(१)परिचय .....	26
परामर्श सेवाका उद्देश्य (२) .....	26
कार्य दायरा र ढाँचा (३) .....	26
(१.४) दस्तावेज तथा सन्दर्भ समग्रीको अध्ययन : .....	27
(४.२) अभिमुखिकरण तथा तयारी कार्यशाला: .....	27
(४.३) समितिहरुको गठन: .....	27
(४.४) विकासको विद्यमान उपलब्धि तथा स्थितिको समिक्षा: .....	27
(४.५) वस्तुस्थिति विश्लेषण, वस्तुस्थिति विवरण तयारी एवं अद्यावधिकरण: .....	27
(४.६) दीर्घकालिन सोच, लक्ष्य, उद्देश्य, रणनीति तथा प्राथमिकता निर्धारण .....	28
(४.७) संभाव्य स्रोतको अनुमान, प्रक्षेपण र क्षेत्रगत बाँडफाँट .....	28
(४.८) मानव संसाधनको आवश्यकताको पहिचान र प्रक्षेपण .....	28
(४.९) विषय क्षेत्रगत योजना तर्जुमा .....	28
(४.१०) आवधिक योजनाको दस्तावेजको मस्यौदा तयारी .....	29
(४.११) मस्यौदा प्रस्तुति, सुझाव संकलन तथा अन्तिम स्वरूप प्रदान .....	29
परामर्श सेवा प्रदायक संस्थाले सम्पन्न गर्नु पर्ने कार्यहरू (५) : .....	29
(६) परामर्श सेवा प्रदायक संस्थाको योग्यता र अनुभव .....	29
(१.६) परामर्श सेवा प्रदायक संस्थाको योग्यता र अनुभव: .....	29
(६.२) विज्ञ टोली तथा टोली सदस्यहरुको योग्यता तथा अनुभव: .....	29
समयावधि (७) .....	30
कार्य सम्पन्न गर्न सेवा प्रदायक संस्थाको अनुमानित जनशक्ति र कार्यदिन (८) .....	31
सेवा प्रदायक संस्थाले बुझाउनु पर्ने प्रतिवेदन. (९) तथा कागजातहरु .....	32
अनुगमन तथा गुणस्तर नियन्त्रण (१०): .....	32
कामको (११) स्वामित्व .....	33
अनुसूची १ आवधिक योजना दस्तावेजको विषयवस्तु तथा ढाँचा .....	34

(१) परिचय

नेपालको संविधान, २०७२ तथा स्थानीय सरकार सञ्चालन ऐन, २०७४ ले निर्दिष्ट गरे बमोजिम स्थानीय तहले आफ्नो कार्य सञ्चालन गर्दै आइरहेका छन् । स्थानीय तहबाट उक्त ऐनको दफा ११ को उपदफा २ अनुसार स्थानीय स्तरको विकास निर्माण सम्बन्धी आवश्यक नीति (छ), स्थितिपत्र, आवधिक विकास योजना, त्रिवर्षीय मध्यमकालिन खर्च संरचना तथा वार्षिक विकास कार्यक्रम बनाई कार्यान्वयन गर्ने व्यवस्था छ । नेपाल सरकारले परिकल्पना गरेको समृद्ध नेपाल, सुखी नेपाली गण्डकी प्रदेश सरकारले "समृद्ध प्रदेश" परिकल्पना गरेको, सुखी नागरिक को सोचलाई साकार पार्न यस "फलेवास नगरपालिकाको स्थानीय आवश्यकता अनुरूप विकास गतिविधिलाई व्यवस्थित र दिगो बनाउन आवधिक विकास योजना निर्माण गरी कार्यान्वयन गर्न आवश्यक छ । स्थानीय तहको आवधिक विकास योजना तर्जुमा सम्बन्धमा भएका कानूनी व्यवस्था र संघ तथा प्रदेश सरकारले तयार गरेका निर्देशिकाको अनुशरण गरी यस फलेवास नगरपालिकाको आवधिक विकास योजना तर्जुमा गर्न परामर्श सेवा प्रदायक संस्थाको लागि यो कार्यशर्त तयार गरिएको छ ।

(२) परामर्श सेवाका उद्देश्य

यस परामर्श सेवाको मुख्य उद्देश्य नेपाल सरकार तथा प्रदेश सरकारबाट जारी निर्देशिकामापदण्ड र , १५औं आवधिक योजना र प्रदेश सरकारको प्रथम पञ्च ढाँचा बमोजिम नेपाल सरकारको चालुवर्षिय आवधिक योजना, दीर्घकालिन सोच, नीति तथा योजना र दीगो विकासका लक्ष्यसँग तादाम्यता कायम हुने गरी यस फलेवास नगरपालिकाको पञ्च बर्षिय आवधिक विकास योजना तयार गर्न प्राविधिक सहयोग उपलब्ध गराउनु हो । यसका विशिष्ट उद्देश्य निम्नअनुसार छन् :

(क) यसफलैवास् गाउँपालिकाको दीर्घकालिन सोच प्राथमिकता र विकासका ,स्थानीय आवश्यकता , संभावनाहरुका आधारमा एकीकृत विकासका लागि आवधिक विकास योजना तयार गर्ने ।

(ख) फलेवास नगरपालिकाको स्थितिपत्र तथा वस्तुस्थिति विवरण अद्यावधिक गरी आवधिक विकास योजना तथा त्रिवर्षीय मध्यमकालीन खर्च संरचना तर्जुमा गर्न चाहिने आधार वर्ष तथ्याङ्क तयार गर्ने ।

### (३) कार्य दायरा र ढाँचा

नेपालको संविधानमा उल्लेखित स्थानीय तहको एकल र साझा अधिकारका सूचीमा उल्लेखित विषयहरू; स्थानीय सरकार सञ्चालन ऐनको दफा ११ र १२ मा उल्लेखित कामकर्तव्य र अधिकारहरू ; संघीय र प्रादेशिक आवधिक योजना तथा दिगो विकास लक्ष्यहरू र अन्य नीति तथा कानूनले स्थानीय तहलाई दिएको जिम्मेवारीहरूलाई व्यवस्थित रूपमा कार्यान्वयन गर्नका लागि दिर्घकालिन सौँच सहितको आवधिक योजना (आ.व.२०८०/८१/८५-८६) तर्जुमा गर्न विज्ञ सेवा प्रदान गर्नु रहेकोछ यसरी फलेवास नगरपालिकाको आवधिक योजना तर्जुमा गर्दा राष्ट्रिय योजना आयोगबाट प्राप्त "स्थानीय तहको योजना तर्जुमा दिग्दर्शन२०७८," मा दिइएको ढाँचामा आधारित रहेर गर्नु पर्नेछ। स्थानीय आवश्यकताविशिष्टता, र प्राथमिकता अनुसार उक्त ढाँचामा सामान्य परिमार्जन हुन सक्नेछ।

### आवधिक योजना तर्जुमाका विधि तथा प्रक्रिया (४):

परामर्शदाताले आवधिक योजना तर्जुमाको क्रममा निम्नानुसारका विधि र प्रक्रिया अनुसार कार्य सम्पन्न गर्नुपर्नेछ :

**1. (४.१) दस्तावेज तथा सन्दर्भ समग्रीको अध्ययन :**

राष्ट्रिय तथा प्रदेश तहका नीतियोजना र सान्दर्भिक , कानूनसम्बन्धित नगर ,गाउँपालिकाको नीति , कानून र दस्तावेजको अध्ययन गर्नुपर्नेछ । ,योजना

**2. (४.२) अभिमुखिकरण तथा तयारी कार्यशाला:**

यस फलेवास नगरकार्यपालिकाको पदाधिकारीमाहाशाखाका /विषयगत शाखा ,कार्यलयका कर्मचारी , व्यवसाय ,स्थानिय राजनैतिक दल ,नगरिक समाज ,प्रमुखिक संघसंस्थागैर सरकारी संस्थाका प्रतिनिधी , लगायतका विकासका सरोकारवालाहरुलाई समावेश गरि आवधिक योजना तर्जुमा सम्वन्धी समान बुझाइ कायम गर्न एक दिवसीय अभिमुखिकरण तथा तयारी कार्यशाला आयोजना गर्नुपर्नेछ ।

**3. (४.३) समितिहरुको गठन:**

आविधिक योजना तर्जुमाका लागि देहाय बमोजमिको समितिहरु गठन गर्न सहजिकरण गर्नुपर्नेछ ।

**निर्देशक समिति (क):** आवधिक योजनाको समग्र प्रक्रियालाई निर्देशन तथा समन्वय गर्न प्रमुखअध्यक्षको संयोजकतामा आवधिक योजना तर्जुमा निर्देशक समिति गठन गर्नुपर्नेछ ।/

**(ख) आर्थिक विकास समिति:** कृषि, उद्योग तथा वाणिज्य, पर्यटन, सहकारी, वित्तीय क्षेत्र।

**(ग) समाजिक विकास समिति:** शिक्षा, स्वास्थ्य, खानेपानी तथा सरसफाई, संस्कृति, लैंगिक समानता तथा सामाजिक समावेशीकरण।

**(ग) पूर्वाधार विकास समिति:** सडक तथा पुल, झोलुंगे पुल, सिंचाइ, भवन तथा सहरी विकास, ऊर्जा, लघु तथा साना जलविद्युत्, वैकल्पिक ऊर्जा, संचार।

**(घ) वातावरण तथा विपद् व्यवस्थापन समिति:** वन तथा भूसंरक्षण-, जलाधार संरक्षण, वातावरण संरक्षण, जलवायु परिवर्तन, फोहरमैला व्यवस्थापन, जल उत्तपन्न प्रकोप नियन्त्रण, विपद् व्यवस्थापन।

**(ङ) संस्थागत विकास र सुशासन समिति:** मानव संसाधन विकास, संस्थागत क्षमता विकास, सेवा प्रवाहका मापदण्ड निर्धारण, सेवा प्रवाहमा विद्युतीय सूचना प्रविधीको प्रयोग, लेखाङ्कन, राजस्व परिचालन, वित्तीय अनुशासन, आन्तरिक लेखापरीक्षण तथा आन्तरिक नियन्त्रण प्रणाली, अन्तिम लेखापरीक्षण तथा बेरुजु फछ्यौट गर्ने ।

**च) संयोजन तथा सहजिकरण समिति :** परामर्शदाता तथा विज्ञ टिमबाट भएको कामको अनुगमन र सहजीकरणको लागि प्रमुख प्रशासकीय अधिकृतको संयोजकत्वमा एउटा प्राविधिक सहजीकरण समितिको गठन गर्नुपर्नेछ ।

**4. (४.४) विकासको विद्यमान उपलब्धि तथा स्थितिको समिक्षा:**

नगर/गाउँपालिकाको गत आवधिक योजना तथा बार्षिक योजनाहरुको कार्यन्वयनबाट हासिल भएको उपलब्धिहरुलाई विषयगत क्षेत्त्रमा संक्षिप्त रुपमा समिक्षा गर्नुपर्नेछ ।

**5. (४.५) वस्तुस्थिति विश्लेषण, वस्तुस्थिति विवरण तयारी एवं अद्यावधिकरण:**

**(क) तथ्यांक संकलन प्रशोधन र विश्लेषण ,:** आवधिक योजना तर्जुमाको लागि आवश्यक तथ्यांक संकलन, विश्लेषण र प्रमाणिकरण गर्नुपर्नेछ । यसका लागि गाउँनगर वस्तुस्थिति विवरण तयारी / अनुसारको ढाँचामा प्राथमिक तथा द्वितीय श्रोतबाट तथ्यांक संकलन गर्नुपर्नेछ । यसरी २०७५ कार्यविधि तथ्यांक संकलन गर्दा घरधुरी सर्वेक्षणजानकार ,सहभागिता मूलक छलफल ,वडा स्तरीय परामर्श , संस्थागत सर्वेक्षण तथा दस्तावेजहरुको अध्ययन जस्ता तथ्यांक संकलनको ,व्यक्तिहरुसँगको अन्तर्वाता औजारहरुको प्रयोग गर्नुपर्नेछ ।

(ख) **आधार नक्शा तयारी:** भौगोलिक सूचना प्रणाली (GIS) सम्बन्धी सफ्टवेर प्रयोग गरि सहभागितामूलक नक्शांकन प्रक्रिया अनुसार सार्वजनिक तथा समुदायीक स्रोतवन, सम्पत्ति, पूर्वधार, जोखिम संवेदनशिल क्षेत्र आदिको, औधोगिक क्षेत्र, सडक बाटो तथा पुल, बजार क्षेत्र, नदिनाला, जंगल विवरण संकलन गरि भौगोलिक सूचना प्रणालिमा आधारित नक्शा तयार, पहिचानगर्नुपर्नेछ । सो नक्शाको आधारमा वस्तुस्थिति विश्लेषण आयोजना तथा कार्यक्रमको स्थानगत अवस्थिति निर्धारण र, स्थानगत नक्शाकन गर्नुपर्नेछ ।

(ग) **वस्तुस्थिति विश्लेषण:** सहभागितामूलक कार्यशाला छलफलको माध्यमबाट विषयगत समितिहरूसँग विषयगतरूपमा विद्यमान संभावना तथा अवसरसमस्या तथा चुनौतिहरूको विश्लेषण, गरि प्रस्तुत गर्नुपर्नेछ । यसरी विश्लेषण गर्दा विषयगत क्षेत्र तथा उपक्षेत्रगत रूपमा विद्यमान अवस्था समस्या तथा चुनौति एवं चाल्नु पर्ने कदमको विवरण तयार गर्नुपर्नेछ ।, संभावना

(घ) **वस्तुस्थिति विवरण तयारी तथा अद्यावधिकरण:** संकलन गरेको सूचनाआधार नक्शा र, नगरपालिकाको यथार्थ/वस्तुस्थिति विवरणबाट प्राप्त सूचनाको आधारमा विषय क्षेत्रगतरूपमा गाउँ अवस्था झल्किने गरि वस्तुस्थिति विश्लेषण सहितको वस्तुस्थिति विवरण तयारी तथा अद्यावधिक नगरपालिकाको वस्तु/गर्नुपर्नेछ । यसरी विवरण तयार गर्दा गाउँस्थिति विवरण तयारी कार्यविधिअनुसार गर्नुपर्नेछ । २ को अनुसूची २०७५,

#### 6. (४.६) दीर्घकालिन सोच, लक्ष्य, उद्देश्य, रणनीति तथा प्राथमिकता निर्धारण

आवधिक योजनाको सोच तयार गर्दा स्थानीय दीर्घकालीन सोच वा दीर्घकालीन योजना तयार भएको भए सोको मार्गचित्र वा परिदृश्यको आधारमा तयार गर्नुपर्नेछ । दीर्घकालीन योजनामा दीर्घकालीन सोच, दीर्घकालीन स्थानीय लक्ष्य, रणनीति, कार्यनीति प्रमुख सम्बाहक,, सहयोगी क्षेत्र, दीर्घकालीन सोचका प्रमुख परिमाणात्मक लक्ष्यहरू र विषय क्षेत्रगत सोच तथा प्राथमिकता निर्धारण गर्दा प्रमुख सरोकारवालाहरूको सहभागिता तथा कार्यशाला गोष्ठीको प्रक्रियाबाट गर्नुपर्नेछ ।

#### 7. (४.७) संभाव्य स्रोतको अनुमान, प्रक्षेपण र क्षेत्रगत बाँडफाँट

आवधिक योजना अवधिमा उपलब्ध हुन सक्ने सम्भाव्य स्रोतको आकलन तथा विश्लेषण गर्दा आन्तरिक र बाह्य स्रोतबाट प्राप्त हुन सक्ने आयका अतिरिक्त निजी, गैरसरकारी, सहकारी र समुदाय लगायत सबै सरोकारवालाबाट लगानी हुन सक्ने स्रोतहरू समेतको आकलन गरी योजनामा उपलब्ध हुन सक्ने कुल स्रोतको प्रक्षेपण र क्षेत्रगत रूपमा बाँडफाँट गर्नुपर्नेछ । यसका लागि स्थानीय तहको योजना तर्जुमा दिग्दर्शनले दिएको ढाँचा २०७८, को उपयोग गर्नुपर्नेछ ।

#### 8. (४.८) मानव संसाधनको आवश्यकताको पहिचान र प्रक्षेपण

आवधिक योजनाको समष्टिगत लक्ष्य तथा उद्देश्य प्राप्त गर्नका निर्धारित रणनीति तथा कार्यनीति अनुसार कार्यक्रम सञ्चालन गर्न आवश्यकता तथा कार्यबोझको आधारमा जनशक्ति प्रक्षेपण गर्नु पर्नेछ ।

#### 9. (४.९) विषय क्षेत्रगत योजना तर्जुमा

विषयगत क्षेत्रको योजना तर्जुमा गर्दा स्थानगत योजना (Spatial Planning) को अवधारणामा स्थानीय तहको योजना तर्जुमा दिग्दर्शन ले उल्लेख गरेका विषय क्षेत्रहरू समेट्नु पर्नेछ । २०७८, स्थानीय तहको वार्षिक योजना तथा बजेट तर्जुमा समितिको लागि गठित विषयगत योजना तर्जुमा समिति तथा सम्बन्धित विषय क्षेत्रका सरोकारवालासँगको सहभागितामा कार्यशाला गोष्ठी तथा परामर्श गरी विषय क्षेत्रगत योजना तर्जुमा गर्नुपर्नेछ । विषय क्षेत्रगत योजनामा सो विषय क्षेत्रको पृष्ठभूमीसमस्या र,

सम्भावना तथा , चुनौती अवसरलक्ष्य , उद्देश्य, रणनीति र कार्यनीति, प्रमुख कार्यक्रम तथा आयोजना, जोखिम तथा पूर्वअनुमानअपेक्षित उपलब्धि र नतिजा खाका तर्जुमा गर्नुपर्नेछ । ,

**10. (४.१०) आवधिक योजनाको दस्तावेजको मस्यौदा तयारी**

वस्तुस्थिति विवरण र अन्य स्रोतबाट प्राप्त आधार सूचना, योजना तर्जुमा कार्यशाला गोष्ठीको नतिजा, विषय क्षेत्रगत योजना तर्जुमा समितिको छलफल र परामर्शबाट प्राप्त निष्कर्षलाई तर्कबद्ध रूपमा लिपिबद्ध गरी आवधिक योजना दस्तावेजको प्रारम्भिक मस्यौदा तयार गर्नुपर्नेछ ।

**11. (४.११) मस्यौदा प्रस्तुति, सुझाव संकलन तथा अन्तिम स्वरूप प्रदान**

आवधिक योजनाको प्रारम्भिक मस्यौदा दस्तावेजलाई सरोकारवाला माझ प्रस्तुत गरि सुझाव संकलन गर्नुपर्नेछ । यसरी सुझाव संकलन गर्दा कार्यपालिकाका पदाधिकारी तथा विषयगत समितिका पदाधिकारीगण्डकी प्रदेश प्रशिक्षण प्रतिष्ठान त , राजनैतिक दल , शाखा महाशाखाका कर्मचारी , था सरोकारवालासँग कार्यशाला गोष्ठी मार्फत बृहत रूपमा छलफल गरि सुझाव संकलन गर्नुपर्नेछ । / प्राप्त सुझाव तथा पृष्ठपोषणको आधारमा आवधिक योजनाको प्रारम्भिक मस्यौदालाई परिमार्जन गरि परिमार्जित अन्तिम मस्यौदा तयार गर्नुपर्नेछ । गुणस्तर सुनिश्चितताको लागि अन्तिम मस्यौदालाई गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठान तथा संघीय मामिला तथा सामान्य प्रशासन मन्त्रालय पठाउनु पर्नेछ । गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठान तथा संघीय मामिला तथा सामान्य प्रशासन मन्त्रालयबाट प्राप्त सुझाव तथा पृष्ठपोषणलाई समावेश गरि आवधिक योजनाको दस्तावेजलाई अन्तिम स्वरूप प्रदान गर्नुपर्नेछ ।

**(५) परामर्श सेवा प्रदायक संस्थाले सम्पन्न गर्नु पर्ने कार्यहरू :**

माथि बुदाँ ४ मा उल्लेखित विधि र प्रकृया पुरा गरि द्विपक्षीय सम्झौतामा आधारित भएर स्थानीय तहको योजना तर्जुमा दिग्दर्शन २०७८ , को परिच्छेद २ कोदफा २ सँग सम्बन्धीत अनुसूची ९.६. ६ मा दिइएको विषयवस्तु तथा ढाँचामा नगरपालिकाको पञ्चवर्षीय आवधिक योजना तर्जुमा गरी सोको प्रिन्टेड प्रति २ र विद्युत्तीय प्रति नगरपालिका मा पेश गर्नुपर्नेछ ।

**(६) परामर्श सेवा प्रदायक संस्थाको योग्यता र अनुभव**

**12. (६.१) परामर्श सेवा प्रदायक संस्थाको योग्यता र अनुभव:**

सेवा प्रदायक संस्थासँग स्थानीय तहको आवधिक योजना निर्माणविषयगत तथा रणनीतिक योजना , बर्ष ५ तथा गुरुयोजना निर्माण जस्ता दीर्घकालिन तथा मध्यमकालीन योजना निर्माणको क्षेत्रमा कम्तिमा काम गरेको अनुभव भएको हुनुपर्नेछ । कार्यशर्तमा उल्लेख भए अनुसारको जनशक्तिहरूको उपलब्धता भएको हुनुपर्नेछ । सार्वजनिक खरिद सम्बन्धी कानूनले योग्य मानेको परामर्शदाता संस्था, फर्म वा कम्पनी यस परामर्श सेवाको लागि योग्य मानिनेछ । सेवाप्रदायक संस्थासँग यस कार्य सम्पदानको लागि देहाय बमोजिमको जनशक्ति हुनु पर्नेछ तर व्यक्तीगत परामर्शदाताहरूले )VAT मा दर्ताभएका ( समेत आवधिक योजनाका लागि आवेदन दिन सक्नेछन् ।

**13. (६.२) विज्ञ टोली तथा टोली सदस्यहरूको योग्यता तथा अनुभव:**

परामर्श सेवा प्रदान गर्ने आवेदक सेवा प्रदायकले निम्नानुसारको विज्ञ टोलीको व्यवस्था एवं परिचालन गर्नु पर्नेछ ।

**टोली प्रमुख: (क)** विकास योजना वा अन्य उपयुक्त सामाजिक विज्ञानका विषयमा मान्यता प्राप्त विश्व विद्यालयबाट स्नातकोत्तर उत्तीर्ण भई स्थानीय तहको आवधिक योजनागुरु योजना तर्जुमाका क्षेत्रमा नेतृत्व /

वर्षको अनुभव भएको । नेपाली भाषामा प्रतिवेदन लेख्ने दक्षता भएको र ५ गरेको कम्तिमा स्थानीय तहको परिवेश बारे राम्रो ज्ञान भएको हुनुपर्नेछ ।

**वित्तीय विषयलेखक /अर्थशास्त्री (ख):** मान्यता प्राप्त विश्व विद्यालयबाट अर्थशास्त्र विषयमा स्नातकोत्तर उत्तीर्ण भई आवधिक योजना तर्जुमाको क्षेत्रमा कम्तिमा ३ वर्षको अनुभव भएको । योजना तर्जुमा गर्दा आर्थिक तथा गैह्र आर्थिक क्षेत्रका कार्यक्रम अनुसार लागत अनुमान गर्ने साथै स्थानीय तहको बजेट प्रणालिको बारेमा ज्ञान भई वित्तीय विश्लेषण गर्न सक्ने नेपाली भाषामा प्रतिवेदन लेख्ने क्षमता भएको हुनुपर्नेछ ।

**ग शहरी विकास विज्ञ तथा पूर्वाधार विज्ञ:** (सिभिल इन्जिनियरिङ वा सो सरहको इन्जिनियरिङ विषयमा स्नातकोत्तर गरी नेपाल ईन्जिनियरिङ काउन्सिलमा दर्ता भई आवधिक योजना तर्जुमाको क्षेत्रमा कम्तिमा ३ वर्षको अनुभव भएको । स्थानीय तहमा भौतिक पूर्वाधारको अवस्था बारे राम्रो ज्ञान भएको र नेपाली भाषामा प्रतिवेदन लेख्ने क्षमता हुनुपर्नेछ ।

**(घ)GIS Experts:** GIS विषयमा स्नातक गरी कम्तिमा ३ वर्ष GIS सम्बन्धी काम गरेको अनुभव भएको ।

**लैंगिक समानता तथा सामाजिक समावेशिकरण वज्ञ (ङ):** समाज शास्त्र तथा अन्य विषयमा स्नातकोत्तर गरि लैंगिक समानता तथा सामाजिक समावेशिकरण सम्बन्धि क्षेत्रमा कम्तिमा ३ वर्ष कार्य अनुभव भएको ।

**कम्प्युटर अपरेटर (च):** नेपाली यूनिकोड तथा अग्रेजी टाईप गर्न सक्ने । तथ्यांक व्यवस्थापन गर्न सक्ने र प्रतिवेदन तयारिमा दक्षता भएको ।

### (७) समयावधि

सेवा प्रदायकको समय अवधि चार महिनाको हुनेछ । आवधिक योजना तर्जुमाको प्रक्रियागत चरण तथा क्रियाकलापहरू देहाय बमोजिमको समय अवधि हुनेछन् ।

चरण सम्पन्न गर्नु पर्ने मुख्य क्रियाकलापहरू	समयावधि	कैफियत
विज्ञ टोलीको नियुक्ति, जिम्मेवारी प्रदान र परिचालन	१५ दिन	
नगर/गाउँपालिकासँग समन्वय बैठकको आयोजना		
सान्दर्भिक दस्तावेजहरू संकलन तथा समीक्षा		
नगर/गाउँपालिकासँग समन्वय गरी योजना तर्जुमा कार्ययोजना निर्माण		
योजना तर्जुमाको चरण	६० दिन	
स्थानीय तहको जनप्रतिनिधि कर्मचारी तथा अन्य सरोकारवालालाई आवधिक योजनाको आवश्यकता र प्रक्रियाको बारेमा अभिमुखीकरण कार्यक्रमको संचालन ।		
विषयगत समितिहरूको गठन		
विकासको विद्यमान स्थिति तथा उपलब्धिको समीक्षा		
तथ्यांक संकलनप्रसोधन तथा विश्लेषणका लागि सम्बन्धित , सरोकारवालाहरूसँग छलफल तथा आधार नक्शाको तयारी		
तथ्यांक संकलन, विश्लेषण गरी सम्बन्धित सरोकारवालाहरूबाट प्रमाणिकरण कार्यशाला		

निर्वाचित जनप्रतिनिधि, कर्मचारी र सरोकारवालाहरूको सहभागितामा विषयगत समस्या विश्लेषण तथा आवश्यकता पहिचान कार्यशालाको आयोजना		
दीर्घकालिन सौच, लक्ष्य तथा उद्देश्य निर्धारण कार्यशाला		
अपेक्षित प्रतिफल र सूचक निर्धारण		
विषय क्षेत्रगत योजना तर्जुमा लक्ष्यरणनीति, उद्देश्य, कार्यनीति र कार्यक्रम तथा आयोजना निर्धारण		
मानव संसाधनको आवश्यकता पहिचान र प्रक्षेपण		
श्रोत अनुमानप्रक्षेपण तथा क्षेत्रगत बाडँफाँट,		
आवधिक योजनाको प्रारम्भिक मस्यौदा तयारी		
प्रारम्भिक मस्यौदाको प्रस्तुति तथा छलफल कार्यशाला		
विषयगत योजना मस्यौदा सम्बन्धित समितिमा प्रस्तुति र छलफल गराई अन्तिम मस्यौदाको तयारी		
सबै विषयगत योजनाको मस्यौदाहरूको एकीकरण		
एकीकृत मस्यौदा प्रस्तुतिकरण, छलफल र सल्लाहसुझाबको लागि एकीकृत कार्यशालाको आयोजना		
एकीकृत कार्यशालाबाट प्राप्त सल्लाहसुझाब, पृष्ठपोषण समावेश गरी आवधिक योजनाको अन्तिम मस्यौदाको तयारी		
आवधिक योजनाको मस्यौदा पृष्ठपोषण तथा मापदण्ड एवं गुणस्तर सुनिश्चितताको लागि गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठान मार्फत संघीय मामिला तथा सामान्य प्रशासन मन्त्रालयमा पेश		
संघीय मामिला तथा सामान्य प्रशासन मन्त्रालयबाट प्राप्त सुझावहरूलाई समावेश गरि आवधिक योजनालाई अन्तिम स्वरूप दिने		
प्रमाणिकरण, स्वीकृति र पेश	१५ दिन	
आवधिक योजनाको दस्तावेजलाई गाउँनगर कार्यपालिकामा पेश र स्वकृती/ गाउँ/नगर कार्यपालिकाको स्वीकृति पश्चात स्वीकृत योजना तथा कार्यसम्पन्न प्रतिवेदन पेश		

**(८) कार्य सम्पन्न गर्न सेवा प्रदायक संस्थाको अनुमानित जनशक्ति र कार्यदिन**

क्र.स.	आवश्यक जनशक्ति	जम्मा कार्यदिन	कार्य प्रकृति		कैफियत
			स्थलगत	आन्तरिक	
१.	टोली प्रमुख	१०	३०	६०	
२.	अर्थशास्त्री /वित्तीय विश्लेशक	७५	३०	४५	
३.	शहरी विकास विज्ञ	७५	३०	४५	
४.	GIS Expert	४५	३०	१५	
५.	लैस विज्ञ.सा.स.	४५	२०	२५	

६	स्थानीय विकास तथा सुशासन विज्ञ	45	20	25	
7	कम्प्युटर अपरेटर	45	10	35	
	जम्मा कार्यदिन	420			

### (९).सेव प्रदायक संस्थाले बुझाउनु पर्ने प्रतिवेदन तथा कागजातहरु

टोलि नेता तथा सेव प्रदायक संस्थाले तल उल्लेख भए अनुसारका )Deliverables) बुझाउनु पर्नेछ ।

#### :कार्य योजना सहितको प्रारम्भिक प्रतिवेदन (क)

सेवा प्रदायक संस्थाले सरोकारवालाहरूसँगको प्रारम्भिक छलफल र अन्तरक्रिया पछि यस कार्यशर्त बमोजिमको कार्य सम्पादन गर्नुपर्ने मुख्य क्रियाकलापहरुको चरणबद्ध कार्ययोजना , समय तालिका, विधिप्रकृया ,, आवश्यक तथ्यांक संकलन गर्ने फाराम तथा सुचाङ्कसहितको प्रारम्भिक प्रतिवेदन समझौता गरेको मितिले १५ दिन भित्र पेश गर्नुपर्नेछ । पालिकाको प्रमुखको संयोजकत्वमा गठित निर्देशक समितिले यो सुरुवाती प्रतिवेदन स्वीकृत गरेपछि परामर्शदाताले तत्पश्चातको कार्य शुरू गर्ने ।

#### (ख) दस्तावेज तथा प्रतिवेदनहरु :

- संकलित सबै तथ्याङ्क
- कार्यशाला, छलफल, बैठकको उपस्थिति तथा निर्णय पुस्तिकाको प्रति
- अन्य दस्तावेजहरु
- स्थानीय तहको अद्यावधिक गरिएको स्थितिपत्र /पार्श्वचित्र

#### मस्यौदा प्रतिवेदन: (ग)

यस कार्यशर्तको कार्यक्षेत्र भित्र रहेर स्थानीय तहको योजना तर्जुमा दिग्दर्शनको २०७८ , मा उल्लेख भएको विषयवस ९.६.२ को दफा २ परिच्छेद तथा ढाँचामा फलेवास नगरपालिकाको पञ्चवर्षीय आवधिक योजनाको मस्यौदा समझौता गरेको मितिले ८० दिन भित्र पेश गर्नुपर्नेछ ।

#### अन्तिम मस्यौदा प्रतिवेदन (घ) :

यस कार्यशर्त विवरणसंझौताका शर्त र कार्ययोजना अनुसार विभिन्न सरोकारवालाबाट प्राप्त , पृष्ठपोषणलाई समेत ध्यान दिई स्थानीय आवश्यकता, प्राथमिकता र विकासका संभावनाहरूका आधारमा फलेवास नगरपालिकाको दीर्घकालिन सौचविकास रणनीति र प्राथमिकतासहितको , तोकिएको ढाँचा अनुसरण गरी आवश्यक दस्तावेज सहित आवधिक योजनाको अन्तिम दस्तावेज समझौता गरेको मितिले १२० दिन भित्र बुझाउनु पर्नेछ ।

### (१०) अनुगमन तथा गुणस्तर नियन्त्रण:

सेवा प्रदायकले साप्ताहिक रुपमा कामको प्रगति आवधिक योजनाको निर्माणको लागि गाउँनगरपालिकामा गठित सहजीकरण समिति र निर्देशन समितिमा पेश गर्ने छ। सहजीकरण / समिति र निर्देशक समितिबाट प्राप्त पृष्ठपोषण अनुसार परामर्शदाताले आफ्नो कामको तौरतरिका तथा प्रकृत्यामा समयमा नै सुधार गरी कामको गुणस्तरको सुनिश्चितता गर्नुपर्नेछ।

गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठानले सेवा प्रदायक संस्था तथा विज्ञ टिम तोकिएको कार्यशर्त बमोजिम काम भए नभएको स्थलगत अनुगमन तथा मस्यौदा प्रतिवेदनको अध्ययन गरी निर्देशक तथा सहजीकरण समितिमा छलफल गराई आवश्यकता अनुसार निर्णय लिने र कामको गुणस्तरको सुनिश्चितता गर्नेछ।

आवधिक योजनाको अन्तिम मस्यौदा प्राप्त भएपछि उक्त मस्यौदा उपर प्रदेशमा रहेको मूल्याङ्कन समितिगण्डकी प्रदेश प्रशिक्षण प्रतिष्ठानमा आवधिक विकास योजनाको मस्यौदामा छलफल / गरी गुणस्तर एकिन गर्ने तथा सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालयको सहजीकरण तथा समन्वय समितिले उपलब्ध गराएको पृष्ठपोषणलाई समावेश गरी अन्तिम प्रतिवेदन तयार पार्नु परामर्शदाताको कर्तव्य हुनेछ।

### **(११) कामको स्वामित्व**

यस आवधिक योजनाको सम्पूर्ण स्वामित्व फलेवास नगरपालिका र गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठानमा रहनेछ । यस कार्यक्रमसँग सम्बन्धित प्रतिवेदन तथा अन्य सान्दर्भिक कागजात, संकलित तथ्यांक आदिको स्वामित्व यस फलेवास नगरपालिका र गण्डकी प्रदेश प्रशिक्षण प्रतिष्ठानमा रहनेछ ।

## अनुसूची १ आवधिक योजना दस्तावेजको विषयवस्तु तथा ढाँचा

(दिगदर्शनको परिच्छेद २ कोदफा २सँग सम्बन्धित अनुसूची ९.६.)

### परिच्छेद १ परिचय

- १पृष्ठभूमि १.
- १आवधिक योजनाको उद्देश्य २.
- १आवधिक योजना तर्जुमा प्रक्रिया ३.

### परिच्छेद २ नगरपालिकाको विकासको विद्यमान स्थिति र उपलब्धिको समीक्षा

#### २ १.नगरपालिकाको परिचय

- २भौगोलिक अवस्था १.१., राजनीतिक र प्रशासनिक संरचना,
- २प्राकृतिक तथा साँस्कृतिक सम्पदा २.१.
- २जनसांख्यिक अवस्था ३.१.

#### २आर्थिक विकास अवस्था २.

- २कृषि तथा खाद्य सुरक्षा १.२.
- २पर्यटन तथा सस्कृति २.२.
- २उद्योग ३.२., व्यापार, व्यवसाय र आपूर्ति
- २आम्दानी ४.२., रोजगारी र वित्तीय सेवा
- २सहकारी ५.२.

#### २सामाजिक विकासको अवस्था ३.

- २स्वास्थ्य तथा पोषण १.३.
- २शैक्षिक विकास २.३.
- २खानेपानी तथा सरसफाइ ३.३.
- २लैङ्गिक समानता तथा सामाजिक समावेशीकरण ४.३.
- २युवा ५.३., खेलकुद तथा कला

#### २पूर्वाधार तथा शहरी वि ४.कासको अवस्था

- २वस्ती १.४., आवास, भवन तथा सार्वजनिक निर्माण
- २सडक २.४., पुल तथा यातायात
- २विद्युत् तथा वैकल्पिक ऊर्जा ३.४.
- २सूचना ४.४., सञ्चार तथा प्रविधि

#### २वन ५., वातावरण तथा विपद् जोखिम न्यूनीकरण र व्यवस्थापनको अवस्था

- २वन तथा जैविक विविधता १.५.
- २भूसंरक् २.५.षण तथा जलाधार व्यवस्थापन
- २वातावरण व्यवस्थापन तथा जलवायु परिवर्तन अनुकूलन ३.५.
- २महामारी तथा विपद् व्यवस्थापन ४.५.

#### २सुशासन तथा संस्थागत व्यवस्था ६.

- २स्थानीय नीति १.६., ऐन तथा सुशासन
- २ सङ्गठनात्मक विकास २.६.
- २श्रोत परिचालन ३.६.
- २योजना व्यवस्थापन ४.६.

### परिच्छेद ३ सोच तथा विकासको अवधारणा

- ३पृष्ठभूमि १.
- ३प्रमुख समस्या तथा चुनौती २.
- ३प्रमुख सम्भावना तथा अवसर ३.
- ३निर्देशक सिद्धान्त ४.
- ३सोच ५., लक्ष्य तथा उद्देश्य
- ३परिमाणात्मक लक्ष्य ६.
- ३रणनीति तथा प्राथमिकता ७.
- ३लगानी ८., स्रोत अनुमान र बाँडफाँट

### परिच्छेद ४: आर्थिक क्षेत्र

#### ४कृषी तथा पशुपन्छी १.

- १.१.४ पृष्ठभूमि
- समस्या तथा चुनौती २.१.४
- संभावना तथा अवसर ३.१.४
- उपक्षेत्रगत लक्ष्य ४.१.४, उद्देश्यकार्यक्रम तथा आयोजना ,रणनीति ,
- अपेक्षित उपलब्धि तथा नतिजा खाका ५.१.४
- अनुमान तथा जोखिम पक्ष ६.१.४

#### ४सिंचाई २.

- १.२.४ पृष्ठभूमि
- समस्या तथा चुनौती २.२.४
- संभावना तथा अवसर ३.२.४
- उपक्षेत्रगत लक्ष्य ४.२.४, उद्देश्यकार्यक्रम तथा आयोजना ,रणनीति ,
- अपेक्षित उपलब्धि तथा नतिजा खाका ५.२.४
- अनुमान तथा जोखिम पक्ष ६.२.४

#### ४पर्यटन ३., संस्कृति तथा सम्पदा

- ४पृष्ठभूमि १.३.
- ४समस्या तथा २.३. चुनौती
- ४पर्यटन ३., संस्कृति तथा सम्पदा
- ४पृष्ठभूमि १.३.
- ४समस्या तथा चुनौती २.३.
- ४संभावना तथा अवसर ३.३.
- ४उपक्षेत्रगत लक्ष्य ४.३., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ४अपेक्षित उपलब्धि तथा नतिजा खाका ५.३.
- ४अनुमान तथा जोखिम पक्ष ६.३.

#### ४उद्योग ४., व्यापार, व्यावसाय तथा आपूर्ति

- ४पृष्ठभूमि १.४.

- ४समस्या तथा चुनौती २.४.
- ४संभावना तथा अवसर ३.४.
- ४उपक्षेत्रगत लक्ष्य ४.४., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ४अपेक्षित उपलब्धि तथा नतिजा खाका ५.४.
- ४अनुमान तथा जोखिम पक्ष ६.४.

#### **४श्रम ५., रोजगारी र सामाजिक सुरक्षा**

- ४१.५. पृष्ठभूमि
- ४समस्या तथा चुनौती २.५.
- ४संभावना तथा अवसर ३.५.
- ४उपक्षेत्रगत लक्ष्य ४.५., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ४अपेक्षित उपलब्धि तथा नतिजा खाका ५.५.
- ४अनुमान तथा जोखिम पक्ष ६.५.

#### **परिच्छेद ५ सामाजिक क्षेत्र**

##### **५स्वास्थ्य तथा पोषण १.**

- ५पृष्ठभूमि १.१.
- ५समस्या तथा चुनौती २.१.
- ५संभावना तथा अवसर ३.१.
- ५उपक्षेत्रगत लक्ष्य ४.१., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ५अपेक्षित उपलब्धि तथा नतिजा खाका ५.१.
- ५अनुमान तथा जोखिम पक्ष ६.१.

##### **५शिक्षा २., विज्ञान तथा नवप्रवर्तन**

- ५पृष्ठभूमि १.२.
- ५समस्या तथा चुनौती २.२.
- ५संभावना तथा अवसर ३.२.
- ५उपक्षेत्रगत लक्ष्य ४.२., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ५अपेक्षित उपलब्धि तथा नतिजा खाका ५.२.
- ५अनुमान तथा जोखिम पक्ष ६.२.

##### **५खानेपानी तथा सरसफाई ३.**

- ५पृष्ठभूमि १.३.
- ५समस्या तथा चुनौती २.३.
- ५संभावना तथा अवसर ३.३.
- ५उपक्षेत्रगत लक्ष्य, उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ५अपेक्षित उपलब्धि तथा नतिजा खाका ५.३.
- ५अनुमान तथा जोखिम पक्ष ६.३.

##### **५स्महिता ४., बालबालिका तथा लक्षित वर्ग**

- ५पृष्ठभूमि १.४.
- ५समस्या तथा चुनौती २.४.
- ५संभावना तथा अवसर ३.४.
- ५उपक्षेत्रगत लक्ष्य ४.४., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना
- ५अपेक्षित उपलब्धि तथा नतिजा खाका ५.४.

५ अनुमान तथा जोखिम पक्ष ६.४.

**५ युवा तथा खेलकुद ५.**

५ पृष्ठभूमि १.५.

५ समस्या तथा चुनौती २.५.

५ संभावना तथा अवसर ३.५.

५ उपक्षेत्रगत लक्ष्य ४.५., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

५ अपेक्षित ५.५. उपलब्धि तथा नतिजा खाका

५ अनुमान तथा जोखिम पक्ष ६.५.

**परिच्छेद ६ पूर्वाधार क्षेत्र**

६ बस्ती १., आवास, भवन तथा सार्वजनिक निर्माण

६ पृष्ठभूमि १.१.

६ समस्या तथा चुनौती २.१.

६ संभावना तथा अवसर ३.१.

६ उपक्षेत्रगत लक्ष्य ४.१., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

६ अपेक्षित उपलब्धि तथा नतिजा खाका ५.१.

६ अनुमान तथा जोखिम पक्ष ६.१.

**६ सडक २., पुल तथा यातायात**

६ पृष्ठभूमि १.२.

६ समस्या तथा चुनौती २.२.

६ संभावना तथा अवसर ३.२.

६ उपक्षेत्रगत लक्ष्य ४.२., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

६ अपेक्षित उपलब्धि तथा नतिजा खाका ५.२.

६ अनुमान तथा जोखिम पक्ष ६.२.

**६ जलश्रोत ३., विद्युत् तथा वैकल्पिक ऊर्जा**

६ पृष्ठभूमि १.३.

६ समस्या तथा चुनौती २.३.

६ संभावना तथा अवसर ३.३.

६ उपक्षेत्रगत लक्ष्य ४.३., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

६ अपेक्षित उपलब्धि तथा नतिजा खाका ५.३.

६ अनुमान तथा ६.३. जोखिम पक्ष

**६ सूचना ४., सञ्चार तथा प्रविधि**

६ पृष्ठभूमि १.४.

६ समस्या तथा चुनौती २.४.

६ संभावना तथा अवसर ३.४.

६ उपक्षेत्रगत लक्ष्य ४.४., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

६ अपेक्षित उपलब्धि तथा नतिजा खाका ५.४.

६ अनुमान तथा जोखिम पक्ष ६.४.

**परिच्छेद ७: वन, वातावरण तथा विपद् व्यवस्थापन क्षेत्र**

७ वन तथा जैविक विविधता १.

७ पृष्ठभूमि १.१.

७समस्या तथा चुनौती २.१.

७संभावना तथा अवसर ३.१.

७उपक्षेत्रगत लक्ष्य ४.१., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

७अपेक्षित उपलब्धि तथा नतिजा खाका ५.१.

७अनुमान तथा जोखिम पक्ष ६.१.

## ७ २.भूसंरक्षण तथा जलाधार व्यवस्थापन

७पृष्ठभूमि १.२.

७समस्या तथा चुनौती २.२.

७संभावना तथा अवसर ३.२.

७उपक्षेत्रगत लक्ष्य ४.२., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

७अपेक्षित उपलब्धि तथा नतिजा खाका ५.२.

७अनुमान तथा जोखिम पक्ष ६.२.

## ७वातावरण तथा फोहोरमैला व्यव ३.स्थापन

७पृष्ठभूमि १.३.

७समस्या तथा चुनौती २.३.

७संभावना तथा अवसर ३.३.

७उपक्षेत्रगत लक्ष्य ४.३., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

७अपेक्षित उपलब्धि तथा नतिजा खाका ५.३.

७अनुमान तथा जोखिम पक्ष ६.३.

## ७विपद् जोखिम न्यूनीकरण र व्यवस्थापन तथा जलवायु उत्था ४.नशीलता

७पृष्ठभूमि १.४.

७समस्या तथा चुनौती २.४.

७संभावना तथा अवसर ३.४.

७उपक्षेत्रगत लक्ष्य ४.४., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

७अपेक्षित उपलब्धि तथा नतिजा खाका ५.४.

७अनुमान तथा जोखिम पक्ष ६.४.

## परिच्छेद ८ संस्थागत विकास तथा सुशासन क्षेत्र

८ १.संस्थागत विकास तथा सुशासन

८पृष्ठभूमि १.१.

८समस्या तथा चुनौती २.१.

८संभावना तथा अवसर ३.१.

८उपक्षेत्रगत लक्ष्य ४.१., उद्देश्य, रणनीति, कार्यक्रम तथा आयोजना

८अपेक्षित उपलब्धि तथा नतिजा खाका ५.१.

८अनुमान तथा जोखिम पक्ष ६.१.

## परिच्छेद ९ कार्यान्वयन व्यवस्था

९ पृष्ठभूमि १.

९संस्थागत व्यवस्था तथा मानव संसाधन योजना २.

९विषयक्षेत्र अनुसार अनुमानित बजेट ३.

९स्रोत अनुमान तथा प्रक्षेपण ४.

९स्रोत परिचालन रणनीति ५.

९. आवधिक योजना कार्यान्वयन ६.
९. अनुगमन तथा मूल्याङ्कन योजना ७.
९. अनुगमन तथा मूल्याङ्कनको आवश्यकता १.७.
९. २. ७. अनुगमन तथा मूल्याङ्कनको जिम्मेवारी
९. अनुगमन तथा मूल्याङ्कन प्रक्रिया ३.७.

नोट माथि उल्लेख भएका अतिरिक्त दिगो विकास लक्ष्य तथा अन्तरसम्बन्धित विषयक्षेत्रहरू जस्तै : बालमैत्री स्थानीय शासन, विपद् जोखिम न्यूनीकरण र व्यवस्थापन, वातावरणमैत्री स्थानीय शासन, लैङ्गिक समानता तथा सामाजिक समावेशीकरण आदिलाई सम्बन्धित विषय क्षेत्रको स्थिति विश्लेषण, सोच, लक्ष्य, उद्देश्य, रणनीति तथा कार्यक्रममा समाहित गरी मूलप्रवाहमा लैजानु पर्नेछ ।

## PART II

### Section 8. Conditions of Contract and Contract Forms

#### Foreword

1. Part II includes standard Contract forms for Consulting Services (a Lump-Sum Contract).
2. **Lump-Sum Contract:** This type of contract is used mainly for assignments in which the scope and the duration of the Services and the required output of the Consultant are clearly defined. Payments are linked to outputs (deliverables) such as reports, drawings, bill of quantities, bidding documents, or software programs. Lump-sum contracts are easier to administer because they operate on the principle of a fixed price for a fixed scope, and payments are due on clearly specified outputs and milestones. Nevertheless, quality control of the Consultant's outputs by the Client is paramount.

## STANDARD FORM OF CONTRACT

# Consultant's Services

### LUMP-SUM FORM OF CONTRACT

## Contents

PART II.....	40
Section 8. Conditions of Contract and Contract Forms .....	40
Preface.....	45
I. Form of Contract.....	47
II. General Conditions of Contract.....	50
A. GENERAL PROVISIONS .....	50
1. Definitions .....	50
2. Relationship between the Parties .....	51
3. Law Governing Contract .....	51
4. Language .....	51
5. Headings.....	52
6. Communications .....	52
7. Location .....	52
8. Authority of Member in Charge .....	52
9. Authorized Representatives.....	52
10. Corrupt and Fraudulent Practices .....	52
B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT.....	52
11. Effectiveness of Contract .....	52
12. Termination of Contract for Failure to Become Effective .....	53
13. Commencement of Services.....	53
14. Expiration of Contract .....	53
15. Entire Agreement.....	53
16. Modifications or Variations .....	53
17. Force Majeure.....	53
18. Suspension .....	55
19. Termination .....	55
C. OBLIGATIONS OF THE CONSULTANT.....	57
20. General .....	57
21. Conflict of Interests .....	58
22. Conduct of Consultants.....	59

23. Confidentiality .....	59
24. Liability of the Consultant .....	59
25. Insurance to be Taken out by the Consultant.....	59
26. Accounting, Inspection and Auditing .....	60
27. Reporting Obligations .....	60
28. Proprietary Rights of the Client in Reports and Records.....	60
29. Equipment, Vehicles and Materials .....	61
D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS .....	61
30. Description of Key Experts .....	61
31. Replacement of Key Experts .....	61
32. Removal of Experts or Sub-consultants .....	61
E. OBLIGATIONS OF THE CLIENT.....	62
33. Assistance and Exemptions .....	62
34. Access to Project Site.....	62
35. Change in the Applicable Law Related to Taxes and Duties .....	63
36. Services, Facilities and Property of the Client .....	63
37. Counterpart Personnel .....	63
38. Payment Obligation .....	63
F. PAYMENTS TO THE CONSULTANT .....	63
39. Contract Price .....	63
40. Taxes and Duties.....	64
41. Currency of Payment.....	64
42. Mode of Billing and Payment.....	64
43. Retention .....	65
44. Interest on Delayed Payments .....	65
45. Liquidated Damages .....	65
G. FAIRNESS AND GOOD FAITH.....	65
46. Good Faith.....	65
H. SETTLEMENT OF DISPUTES .....	65
47. Amicable Settlement.....	65
48. Dispute Resolution .....	66
I. BLACKLISTING .....	66

	49. Blacklisting .....	66
III.	Special Conditions of Contract.....	67
IV.	Appendices .....	73
	Appendix A – Terms of Reference .....	73
	Appendix B - Key Experts .....	73
	Appendix C – Breakdown of Contract Price .....	73
	Appendix D - Form of Advance Payments Guarantee .....	2
	Appendix E – Medical Certificate .....	4
	Appendix F –Minutes of Negotiation Meetings.....	5

## Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.

# **CONTRACT FOR CONSULTANT'S SERVICES**

## **Lump-Sum**

**Project Name : Phalewas Municipality Periodic Development Plan**

**Contract No. PM/CS/RFP/01/080/81**

**between**

**Phalewas Municipality**

**and**

\_\_\_\_\_  
**[Name of the Consultant]**

**Dated: \_\_\_\_\_**

## I. Form of Contract

### LUMP-SUM

(Text in brackets [ ] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the "Contract") is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client]* (hereinafter called the "Client") and, on the other hand, *[name of Consultant]* (hereinafter called the "Consultant").

**[Note:** If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "... (hereinafter called the "Client") and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant's obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the "Consultant").]

#### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received *[or has applied for]* a loan *[or grant or financing]* from the Donor Agency: toward the cost of the Services and intends to apply a portion of the proceeds of this *[loan/grant/financing]* to eligible payments under this Contract, it being understood that (i) payments by the Donor will be made only at the request of the Client and upon approval by the Donor; (ii) such payments will be subject, in all respects, to the terms and conditions of the *[loan/grant/financing]* agreement, including prohibitions of withdrawal from the *[loan/grant/financing]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Donor, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the *[loan/grant/financing]* agreement or have any claim to the *[loan/grant/financing]* proceeds;

[Note: Include Clause (c) only in case of donor-funded projects.]

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract;
  - (b) The Special Conditions of Contract;

- (c) Appendices: : [**Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]

- Appendix A: Terms of Reference  
 Appendix B: Key Experts  
 Appendix C: Breakdown of Contract Price  
 Appendix D: Form of Advance Payments Guarantee [Use only for donor-funded project only. Specify “Not Applicable” for GoN funded projects]  
 Appendix E: Medical Certificate  
 Appendix F: Minutes of Negotiation Meetings

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C; Appendix D; Appendix E and Appendix F.

Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Client]*

\_\_\_\_\_  
*[Authorized Representative of the Client – name, title and signature]*

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

\_\_\_\_\_  
*[Authorized Representative of the Consultant – name and signature]*

**[Note:** *If the Consultants consist of more than one entity, all these entities should appear as signatories, e.g., in the following manner].*

For and on behalf of each of the members of the Consultant

*[Name of member]*

\_\_\_\_\_

*[Authorized Representative]*

*[Name of member]*

---

*[Authorized Representative]*

*[add signature blocks for each member]*

## II. General Conditions of Contract

### A. GENERAL PROVISIONS

#### 1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Guidelines” means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project.
- (b) “Applicable Law” means the laws and any other instruments having the force of law in Nepal as they may be issued and in force from time to time.
- (c) “Borrower [*or Recipient or Beneficiary*]” means the Government, Government agency or other entity that signs the financing [*or loan/grant/project*] agreement with the Development Partner.
- (d) “Client” means [*procuring entity/the implementing/ executing*] agency that signs the Contract for the Services with the Selected Consultant.
- (e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (g) “Day” means a working day unless indicated otherwise.
- (h) “Development Partner (DP)” means the country/institution funding the project **as specified in the SCC**.
- (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- (k) “Foreign Currency” means any currency other than the currency of the Client’s country.
- (l) “GCC” means these General Conditions of Contract.

- (m) "Government" means the government of Nepal (GoN).
- (n) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.
- (p) "Local Currency" means the currency of Nepal (NPR).
- (q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.
- (s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

## 2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## 3. Law Governing Contract

3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of Nepal.

## 4. Language

4.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Corrupt and Fraudulent Practices** 10.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in **Attachment 1** to the GCC.
- a. Commissions and Fees** 10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or the other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions and gratuities may result in termination of the Contract.

## B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 11. Effectiveness of Contract** 11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall

confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.

**12. Termination of Contract for Failure to Become Effective**

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

**13. Commencement of Services**

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.

**14. Expiration of Contract**

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as **specified in the SCC** or such other time period as the Parties may agree in writing.

**15. Entire Agreement**

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

**16. Modifications or Variations**

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

**17. Force Majeure**

**a. Definition**

17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

- b. No Breach of Contract** 17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- c. Measures to be Taken** 17.5. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- 17.6. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 17.7. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fifteen (15) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- d. Extension of Time (EoT)** 17.8. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 17.9. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:
- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
  - (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.
- 17.10. The Consultant shall submit an application to the Client for extension of time, stating the causes for delay with supporting evidence within 7 days before the expiry of the Contract completion date. The approval of EoT shall be subject to verification by the Client whether:
- (a) the consultant had made the best possible efforts to complete the work in due time ,

- (b) the facilities to be provided by the Client as per the contract to the Consultant was made in time or not,
- (c) the delay was as a result of Force Majeure or not.

**18. Suspension**

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

**19. Termination**

19.1 This Contract may be terminated by either Party as per provisions set up below:

**a. By the Client**

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); and at least sixty (60) calendar days' written notice in case of the event referred to in (e):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 48.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to furnish the professional liability insurance within 30 days from the date of signing of the contract agreement.

**b. By the Consultant**

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practices, in competing for or in executing the Contract, then the Client may, after giving fifteen (15) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 48.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 48.1.
- (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

**c. Cessation of Rights and Obligations**

19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 23, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 26, and (iv) any right which a Party may have under the Applicable Law.

**d. Cessation of Services**

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client,

the Consultant shall proceed as provided, respectively, by Clauses GCC 28 or GCC 29.

**e. Payment upon Termination**

19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

**C. OBLIGATIONS OF THE CONSULTANT**

**20. General**

**a. Standard of Performance**

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

**b. Law Applicable to Services**

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, Client's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the

Charter of the United Nations, the Client's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

## 21. Conflict of Interests

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

### a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 39 through 45) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with any applicable procurement guidelines as per the prevailing Public Procurement Act and Regulations of the GoN(or of the Donors/funding agencies) and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

### b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

### c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause their Personnel as well as its Sub-consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in Nepal which would conflict with the activities assigned to them under this Contract; and
- b. after the termination of this Contract, such other activities as may be specified in the SCC

- d. Strict Duty to Disclose Conflicting Activities**
- 21.1.5 The Consultant has an obligation and shall ensure that its Personnel and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the termination of its Contract.
- 22. Conduct of Consultants**
- 22.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Procurement Act and Regulations.
- 22.2 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 contract agreement :
- (i) give or propose improper inducement directly or indirectly,
  - (ii) distortion or misrepresentation of facts
  - (iii) engaging or being involved in corrupt or fraudulent practice
  - (iv) Interference in participation of other prospective consultants.
  - (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - (vi) 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.
  - (vii) 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 then notification of award of contract
- 23. Confidentiality**
- 23.1 The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.
- 24. Liability of the Consultant**
- 24.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.
- 25. Insurance to be Taken out by the Consultant**
- 25.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the

Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25.2 The Consultant shall take out and maintain professional liability insurance within 30 days of signing of the contract agreement.

## 26. Accounting, Inspection and Auditing

26.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

26.2. The Consultant shall permit and shall cause its Sub-consultants to permit, the Client/DP and/or persons appointed by the Client/DP to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Client/DP if requested by the Client/DP. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Client/DP's inspection and audit rights provided for under this Clause GCC26.2 constitute a prohibited practice subject to contract termination.

## 27. Reporting Obligations

27.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

## 28. Proprietary Rights of the Client in Reports and Records

28.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

28.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

**29. Equipment, Vehicles and Materials**

29.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

29.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

**D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS****30. Description of Key Experts**

30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

**31. Replacement of Key Experts**

31.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

**32. Removal of Experts or Sub-consultants**

32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert or Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.

32.2 In the event that any of Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

32.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

#### E. OBLIGATIONS OF THE CLIENT

#### 33. Assistance and Exemptions

33.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

#### 34. Access to Project Site

34.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of

the Consultant or any Sub-consultants or the Experts of either of them.

**35. Change in the Applicable Law Related to Taxes and Duties**

35.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 39.1.

**36. Services, Facilities and Property of the Client**

36.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

**37. Counterpart Personnel**

37.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

37.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in **Appendix A**, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 39.2

37.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

**38. Payment Obligation**

38.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

**F. PAYMENTS TO THE CONSULTANT**

**39. Contract Price**

39.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.

39.2 Any change to the Contract price specified in Clause 39.1 can be made only if the Parties have agreed to the revised scope of

Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.

## 40. Taxes and Duties

**40.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract.**

## 41. Currency of Payment

41.1 Any payment under this Contract shall be made in the currency (ies) specified in the **SCC**.

## 42. Mode of Billing and Payment

42.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 39.1.

42.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

42.2.1 Advance payment: Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

42.2.2 The Lump-Sum Installment Payments. The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

**42.2.3 The Final Payment** .The final payment under this Clause shall be made only after the final report I have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any

necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

42.2.5 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

#### 43. Retention

**43.1.** The Client shall retain from each payment due to the Consultant the proportion **stated in the SCC** until Completion of the whole of the Works.

**43.2.** One half the total amounts retained shall be repaid to the Consultant at the time of the payment of the Final Bill pursuant to GCC Clause 42.2.3 and the remaining half shall be paid to the consultant within 15 days after submission of document issued by the concerned Internal Revenue Office that the consultant has submitted his Income Returns.

#### 44. Interest on Delayed Payments

**44.1.** If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 42.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

#### 45. Liquidated Damages

**45.1.** The Consultant shall pay liquidated damages to the Client at the rate per day stated in the SCC for each day that the completion of services is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Beyond this limit the contract may be terminated by the Client. The Client may deduct liquidated damages from any payments due to the Consultant. Payment of liquidated damages shall not affect the Consultant's liabilities.

### G. FAIRNESS AND GOOD FAITH

#### 46. Good Faith

46.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

### H. SETTLEMENT OF DISPUTES

#### 47. Amicable Settlement

47.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

47.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party

receiving the Notice of Dispute will consider it and respond in writing within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicably settled within fifteen (15) days following the response of that Party, Clause GCC 48.1 shall apply.

#### 48. Dispute Resolution

48.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

#### I. BLACKLISTING

#### 49. Blacklisting

49.1 Without prejudice to any other right of the Client under this Contract, 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 consultant committed acts pursuant to GCC 22..2,
- b) if the Consultant fails to sign an agreement pursuant to Information to Consultants Clause 29.3,
- c) if it is proved later that the Consultant 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 assignment.
- 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) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.

49.2 A Consultant declared blacklisted and ineligible by the Public procurement Office, and or concerned Donor Agency in case of donor funded project, shall be ineligible to participation the selection process during the period of time determined by the PPMO, and or the concerned donor agency.

### III. Special Conditions of Contract

[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.1 and 6.2	<p>The addresses are:</p> <p>Client :Phalewas Municipality Office of Municipal Executive, Khanigaun-Parbat.            Attention :Khanigaun,Parbat            Facsimile : _____            E-mail (where permitted):phalewasnagarpalika@gmail.com</p> <p>Consultant : _____            _____            Attention : _____            Facsimile : _____            E-mail (where permitted) : _____</p>
8.1	N/A
9.1	<p>The Authorized Representatives are:</p> <p>For the Client: Rishiram Acharya,C.A.O,Phalewas Municipality.</p> <p>For the Consultant: [name, title]_____</p>
12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be 3 month</p>
13.1	<p>Commencement of Services:</p> <p>The number of days shall be 7.</p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
14.1	<p>Expiration of Contract:</p> <p>The time period shall be 3 month from work order.</p>

21 b.	The Client reserves the right to determine whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3
24.1	<p><b>No additional provisions.</b></p> <p>[OR</p> <p><b>“Limitation of the Consultant’s Liability towards the Client:</b></p> <p><b>(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client’s property, shall not be liable to the Client:</b></p> <p><b>(i) for any indirect or consequential loss or damage; and</b></p> <p><b>(ii) for any direct loss or damage that exceeds (A) the total payments for professional fees and reimbursable expenditures made or expected to be made to the Consultants hereunder, or (B) the proceeds the Consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (A) or (B) is higher;</b></p> <p><b>(b) This limitation of liability shall not</b></p> <p><b>(i) affect the Consultant’s liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;</b></p> <p><b>(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law of the Client’s country.</b></p>
25.1	<p><b>The insurance coverage against the risks shall be as follows:</b></p> <p>[Note: Delete what is not applicable except (a)].</p> <p><b>(a) Professional liability insurance, with a minimum coverage of not less than contract amount.</b></p> <p><b>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of <i>[insert amount and currency or state “in accordance with the applicable law in the Client’s country”]</i>;</b></p>

	<p>(c) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency or state “in accordance with the applicable law in the Client’s country”]</i>;</p> <p>(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant’s property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p>
<b>28.1</b>	<b>[Note: If applicable, insert any exceptions to proprietary rights provision_____]</b>
<b>28.2</b>	<b>The Consultant shall not use these documents</b> (reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant) and software for purposes unrelated to this Contract without the prior written approval of the Client.
<b>33.1 (a) through (f)</b>	<b>[Note: List here any changes or additions to Clause GCC 33.1. If there are no such changes or additions, delete this Clause SCC 33.1.]</b>
<b>33.1(g)</b>	<b>[Note: List here any other assistance to be provided by the Client. If there is no such other assistance, delete this Clause SCC 33.1(g).]</b>
<b>39.1</b>	<p><b>The Contract price is:</b> _____ <i>[insert amount and currency for each currency]</i> <i>[indicate: <b>inclusive</b> or <b>exclusive</b>]</i> <b>of Value Added Tax (VAT).</b></p> <p><b>VAT chargeable in respect of this Contract for the Services provided by the Consultant shall</b> <i>[insert as appropriate: “be paid” or “reimbursed”]</i> <b>by the Client</b> <i>[insert as appropriate: “for” or “to”]</i> <b>the Consultant.</b></p>
<b>42.2</b>	<b>The payment schedule:</b>



	<p>composed of three (3) arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>[name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]</i>.</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the <i>[name the same appointing authority as in said paragraph (b)]</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
2.	<p><u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on</p>

	<p>International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [<b>Note:</b> If the Consultant consists of more than one entity, add: or of the home country of any of their members or Parties] or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <ul style="list-style-type: none"> <li>(a) the country of incorporation of the Consultant [<b>Note:</b> If the Consultant consists of more than one entity, add: or of any of their members or Parties]; or</li> <li>(b) the country in which the Consultant's [or any of their members' or Parties'] principal place of business is located; or</li> <li>(c) the country of nationality of a majority of the Consultant's [or of any members' or Parties'] shareholders; or</li> <li>(d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.</li> </ul>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <ul style="list-style-type: none"> <li>(a) proceedings shall, unless otherwise agreed by the Parties, be held in <i>[select a country which is neither the Client's country nor the Consultant's country]</i>;</li> <li>(b) the <i>[type of language]</i> language shall be the official language for all purposes; and</li> <li>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</li> </ul> <p><b>(b) Contracts with domestic consultants:</b></p> <p>Arbitration shall be conducted in accordance with Nepal Arbitration Act</p>

## IV. Appendices

### APPENDIX A – TERMS OF REFERENCE

**[Note:** This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 5 of the RFP]

### APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/ from the Client's country; public holidays etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty five (25) working (billable) days. One working (billable) day shall be not less than seven (7) working (billable) hours (total 40 hours a week). ]

### APPENDIX C – BREAKDOWN OF CONTRACT PRICE

{Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.}

**Model Form I**  
**Breakdown of Agreed Fixed Rates in Consultant's Contract**

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency])\*

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year <sup>1</sup>	Social Charges <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Profit <sup>2</sup>	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Work in the Client's Country									

<sup>1</sup> Expressed as percentage of 1

<sup>2</sup> Expressed as percentage of 4

\* If more than one currency, add a table

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name and Title: \_\_\_\_\_



**APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE***[See Clause GCC 42.2.1]***Bank Guarantee for Advance Payment**

**Guarantor:** \_\_\_\_\_ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[name and address of Client]*

**Date:** \_\_\_\_\_ *[insert date]*

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[insert number]*

We have been informed that \_\_\_\_\_ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. \_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_\_ *[insert date]* with the Beneficiary, for the provision of \_\_\_\_\_ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ *[insert amount in figures]* ( ) *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[amount in figures]* ( ) *[amount in words]*<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

Time-Based

their account number \_\_\_\_\_ at \_\_\_\_\_ *[name and address of bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Client which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the \_\_\_ day of \_\_\_\_\_ *[month]*, \_\_\_\_\_ *[year]*,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

\_\_\_\_\_  
*[signature(s)]*

*Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

<sup>2</sup> Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

## APPENDIX E – MEDICAL CERTIFICATE

Time-Based

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**APPENDIX F –MINUTES OF NEGOTIATION MEETINGS**