

Terms of Reference (ToR)

Consultancy Service for the Design of Market Centre Development

Project Title	Design of Market Centre Development
Type of Project	Consultancy Service
Location	Nawalparasi, Nepal
Name of the Company/consulting firm	External Company/consulting firm
Date of EOI publication	March 30, 2021
Deadline for submission of the EOI	April 05, 2021
Contract Award	April 12, 2021
Anticipated Completion Report Submission Date	April 20, 2021

1. Background:

With the funding from KOICA and technical support of Good Neighbors International (GNI) Nepal, SAHAMATI is implementing Inclusive Rural Development Project (IRDN) in East and West Nawalparasi district. Started since July 2019, the two-year long IRDN project aims to implement 26 Locally Initiated Projects (LIPs) under four themes; Commercial Agriculture Production, Commercial Livestock Production, Economic Infrastructure at Community Level and Youth and Women Skill Development.

2. Objectives of the work:

The specific objectives of work are:

- To prepare typical architectural designs as per the guideline of concerned government authorities.
- To prepare structural design and analysis report of the approved architectural drawings.
- To prepare the detailed estimates of the structure.
- To prepare BoQs and the specification of the materials to be used in the building.

3. Scope of the Work:

The tentative plan of Market Centre Development can be found in the Annex of ToR. The dimension of land is 120 ft by 62 ft and design need to be carried out within this dimension. In the plan, there are 18 shops which must be RCC building with rolling shutters, the size of the room will be 12ft * 12 ft. There must be at least two staircases and two public toilets, one designed for males and the other for females. In the center, an open truss structure is planned to construct. The washing area and garbage area need to be planned as well. The detailed design needs to be prepared after a final

discussion with the organization team. Photographs and Videos of the site can be shared with the consultant before the incipient of the task.

4. Activities:

For preparing the designs and estimates of the building the company/consulting firm is expected to use fitting tools and techniques that ensure quality outputs. The company/consulting firm shall:

- i. Develop the appropriate typical drawings in consultation with the organizational technical team.
- ii. Prepare the structural design, analysis and report.
- iii. Submit the final architectural design, structural design, analysis report, estimates, BoQs, and specifications to the organization.
- iv. Conduct meetings with IRDN and other relevant stakeholders.

5. Expected Deliverables:

The final delivery should include:

- i. Typical architectural design and detail working drawings for the specific structures.
- ii. Structural analysis, report and detail structural drawings of the designs.
- iii. Electrical layout, sanitary drawings.
- iv. Detail estimation of the design.
- v. BoQ(s) and Specification of materials.

The report shall be submitted in English in the form of:

- Two hard copies and an electronic copy (PDF and DWG format) of the designs and report.
- One hard copy and electronic copy (PDF and XLSX format) of the detailed estimate, specification and BoQ(s).

6. Duration:

The project will start immediately after the agreement signed by both parties and must be completed on the 20th of April 2021.

7. Budget:

The consultant shall submit budget sheet with detailed breakdown including applicable taxes at the time of proposal submission. The consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. IRDN will release 30% of the agreed amount upon signing of the contract. Upon receipt of the final report, IRDN shall release the final payment.

8. Acceptance of Proposal:

All rights to accept/reject proposal without giving any reason, shall be reserved with IRDN. If deemed necessary, the company/consulting firm shall be asked for modifications and presentations of the proposal before approval.

9. Management of the Work:

The selected company/consulting firm shall manage the assessment and be accountable for the timely delivery of the expected quality products.

10. General Qualification of the company/consulting firm

Public, private, and non-governmental organizations/ individuals registered with an authorized agency of the Government of Nepal and having proven experience in the field of 'Designing and Analysis ' are eligible to apply.

11. Composition of the designing team

The team and its members can be decided by the consultant as per the requirement of task mentioned in the ToR.

12. Responsibilities of company/consulting firm:

The company/consulting firm will be responsible to accomplish the task outlined by this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

13. Termination of the Contract:

IRDN may terminate the agreement, if the company/consulting firm commits a breach in the performance or observance of any of its obligations under this ToR. The company/consulting firm shall be notified in writing seven days prior to the termination of the agreement.

14. Confidentiality:

During the performance of the assignment or any time after expiry or termination of the agreement, the company/consulting firm or association shall not disclose to any person or otherwise make use of any confidential information which the company/consulting firm or association has obtained or may obtain in the course of the project to IRDN respondents or otherwise.

15. Copyright:

Copyright of all of the developed documents will remain with IRDN.

16. Documents to be Submitted:

The application shall contain following documents;

A. Technical and financial proposal

- Technical Proposal (not more than 2 page)- Methodology a work plan, and timeline of activities
- Financial Proposal- Detail budget with breakdown including Tax

B. Detail of the company/consulting firms

- Organization profile with experiences
- A copy of company/consulting firm registration

- Signed CV of the Team Leader
- A copy of Tax clearance certificate(latest)
- A Copy of VAT registration
- A Copy of Audit report
- Any other relevant documents

The proposal should reach the address below via courier or hand delivery by 05 April, 2021, (Nepal Local Time). The EOI (either Electronic copy or Hard copy) can be submitted by marking "Design of Market Centre Development". An electronic application can be submitted to procurement@sahamati.org and copy to eoi@gninepal.org. Hardcopy application can be submitted to any of the following address.

Good Neighbors International Nepal	Good Neighbors International Nepal Ekantakuna-13, Lalitpur GPO Box 8975, EPC 1605 Kathmandu, Nepal Email : eoi@gninepal.org
SAHAMATI	SAHAMATI Nepal Gaidakot-5, Nawalparasi Bardaghat Susta east Email address: procurement@sahamati.org

ANNEX I

Purposed structure of market centre

