

Request for Proposal

Local Roads Bridge Support Unit (LRBSU) is a technical assistance unit in accordance with the bilateral agreement between Government of Nepal and Government of Switzerland to support the LBS/DoLi for programme implementation of Local Roads Bridge Programme (LRBP) with overall goal of "People in the Programme districts have improved livelihoods". LRBSU wants to procure the **Standard Design Finalization Support Service** and requesting for the proposal to do so.

The Technical and Financial Proposal should be submitted in **two separate sealed envelopes** as stated in the attached RFP document. The evaluation will be done on Quality and Cost Based Selection (QCBS) with 80% weightage in technical proposal and 20% in Financial Proposal. Minimum technical score to qualify for next stage is 60% in each technical evaluation criteria.

The broad evaluation criteria will be:

- Experts (Meeting Minimum Eligibility Criteria)
- Firms' similar experience & capacity (documents proving experience required)

Proposal Documents must include:

1. Cover Letter of Submission
2. Copies of Legal Documents of the Firm: Company Registration Document, VAT / PAN Registration Document & Latest Tax Clearance Certificate
3. Technical Proposal
 - CV of the proposed Experts (**Senior Bridge Design Engineers – 1 no., Bridge Design Engineer – 1 no. & Draft Persons – 3 nos.**)
 - Copies of the documents/reference letters proving the experience in the similar works in the last 5 years
 - Annual Turnover of last 3 years
4. Financial Proposal
 - Should be filled in the given Financial Proposal Sheet

Sealed Proposals should be submitted at LRBP- LRBSU office Manbhawan, Lalitpur by **May 28, 2019**.

LRBSU reserves the right to accept or reject all/or any proposal without assigning any reason whatsoever.

I. Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Invitation for Proposal for Rates [Insert Date] and we are hereby submitting our Rate Proposal.

We are submitting our Proposal declaring that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

II. Consultant's Organization and Experience

A - Firm's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (NRs):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

The Firm shall submit the copies of reference letters regarding above mentioned works that it has done.

III. Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i>	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i> Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

IV. Financial Proposal Submission Form

[Letterhead of the Firm]

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for [Title of consulting services] in accordance with your Request for Rates Proposal dated [Date].

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

We understand you are not bound to accept any Proposal you receive AND you can accept the Proposal partially also.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

V. Financial Proposal Sheet

S. No	Description	Unit	Quantity	Rate	Amount (in NPR)
1	Senior Bridge Design Engineer (1 person)	Weeks	14		
2	Bridge Engineer (1 person)	Weeks	14		
3	Draft Person (3 persons * 10 weeks)	Weeks	30		
Sub Total					
VAT 13%					
Total amount including VAT					

VI. ToR for Expert Service for Finalizing Standard Design Procedure and Type Designs

1. INTRODUCTION

With the main goal of **‘People in the programme districts have improved livelihoods’**, the Local Roads Bridge Programme (LRBP) is being executed by Government of the Nepal and respective states with the support and Technical Assistance from Swiss Agency for Development and Cooperation (SDC).

In the context of the Programme, the Local Road Bridge Support Unit (LRBSU) has been providing the support to the LRBP. Now, the Local Roads Bridge Support Unit, (herein after referred to as the **“LRBSU”** or the **“Client”**), intends to utilize services of engineering consulting firms well experienced in bridge engineering herein after referred to as the **“Consultant”**) for providing engineering consulting services for the **Finalization of the Standard RCC T- Girder Super-structure**.

2. OBJECTIVE / SCOPE OF WORKS

Objective of this job is to

“Produce standard design procedure and type design for a RCC T Girder simply supported superstructure”

“Produce standard design procedure and example design for Sub-structure (Abutment / Pier) and Foundation (Open Foundation)”

The super structure shall be with 1.2m footpath including handrail and 6.0m carriageway width, which is 8.4m in total and preferably with 3 RCC T-Girders. The consultant shall do, but not limited to, the following tasks.

- Review of the existing drawings of the RCC superstructures available in LRBSU
- The detail design of the superstructures and spans to be designed for are 16, 18, 20, 22 and 25 m.
- Formulation of design procedure and example design of abutment and pier with open foundation for 20.0 span case.
- The design standards to be followed are IRC 6:2017 and IRC 112:2011 “Limit Stress Design” principle where ever applicable.

3.0 REPORTS AND DRAWINGS

There shall be a spreadsheet developed for the above mentioned tasks shall be submitted to the Client. After the completion of all the works, the consultant shall make separate volumes of the drawings for each span with adequate notes. The working drawings (or good for construction drawing) shall contain, among others;

- 1) Plans, elevations and sections adequate enough for the working
- 2) Bar bending schedules and preferable bar cutting schedule also
- 3) Payable quantities and work items.
- 4) Possible construction joints and details of the construction joints
- 5) Recommended construction methodology for typical bridge site conditions

The Consultant shall verify the procedure formulated by LRBSU and the drawings done.

The consultant shall start with 20.0 m span and present the works to LRBSU including all the calculations, sketches and concept of contents in the drawings.

The consultant shall submit a set of all the drawings and calculations as Draft Report for comments from the LRBSU

The Consultant shall submit 2 sets of all the final drawings and calculations.

4.0 TIME SCHEDULE

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule, from the date of signing of the agreement:

	Duration	Remarks
Preparation and First presentation	1.0 week	The consultant shall and can present its work schedule and methodology during the first presentation such that there is an interactive meeting with the Client at least every 2 weeks.
Presentation of 20.0 m span	2.0 weeks	
Presentation of abutment / pier and foundation design procedure	2.0 weeks	
Final presentation of the super structure and sub-structure / foundation		
Detail design works and draft design report and sketches	4.0 week	
Detail Drawings	4.0 week	
Total Completion Time	14.0 weeks	

The contract can be extended for additional works for the following super structures also;

- Steel Plate Girder.
- PSC Girder
- Slab Culvert
- Multi-cell Box Culvert

5.0 CONSULTANT'S TEAM

The consultant shall deploy a team of experts as indicted below

Expert	Required Number	Minimum Qualification
Senior Bridge Design Engineer	1 No.	Masters in related field (Preferably PhD in related field) with Minimum 5.0 years of general experience and 5 specific bridge related works
Bridge Engineer	1 No	BE in Civil Engineering (Preferably Masters in related field) with Minimum 5.0 years of general experience and 2 specific bridge related works
Draft persons	3 No.	Diploma in Engineering (Preferably BE in Civil) with minimum 2 years of general experience and 2 specific bridge related works

6.0 PAYMENT

The consultant shall be paid as described below. The contract is lump-sum contract.

Upon the first presentation	20%
Upon the submission of Draft Report	20 %
Upon the submission of the Final Report and completion of all the tasks	Remaining 60 % (subjected to the retentions and deductions)