



Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Bridge Branch
Babarmahal, Kathmandu
(Currently: Chakupat, Lalitpur)

Notice for Standing List
For Proof Checking of Design and Drawings of Bridges

Date of Publication: 16th October 2025

The Government of Nepal (GoN), Ministry of Physical Infrastructure and Transport, Department of Roads (DOR), Bridge Branch, intends to hire qualified individual experts for proof checking of design and drawings of Bridges for the current fiscal year. The experts will be engaged for a specified number of input days over the contract period, depending on project needs.

The required positions include:

- Structural/Bridge Engineer
- Geotechnical Engineer
- Bridge Hydrologist

As per the provision made in the **Public Procurement Act, 2007, Clause 6(ka)**, all interested and eligible individual experts are invited to submit their application for enlistment in the standing list, along with the following documents via email to dorbridgebranch2@gmail.com.

Requirements for enlistment:

- PAN / VAT registration document (applicants not yet registered may apply, but registration is required prior to payment if selected)
- Tax clearance or extension certificate for FY 2080/81 or later (not required for newly registered experts)
- Curriculum Vitae (CV) with academic credentials and proof of relevant experience (if any).
- Minimum qualification and Experience: As per the respective position as stated in Terms of Reference (ToR). The detailed ToR can be accessed from the DoR website: <https://dor.gov.np>

Deadline for submission: On or before **31st October 2025**, during official office hours.

The Bridge Branch will prepare the standing list based on the qualifications and experience of the applicants. Selected experts will be nominated as per the **Public Procurement Regulation, 2008**.

For further information, please contact:

Department of Roads, Bridge Branch

Babarmahal, Kathmandu, (Currently Chakupat, Lalitpur)

Email: dorbridgebranch2@gmail.com



Government of Nepal (GoN)
Ministry of Physical Infrastructure and Transport
Department of Roads
Bridge Branch,
Babarmahal, Kathmandu

Terms of Reference

A. Introduction

The Department of Roads (DoR), Bridge Branch (BB) is the national authority responsible for the planning, design, quality control, inspection, supervision, and maintenance of bridge structures along Nepal's Strategic Road Network (SRN). To fulfill these responsibilities, the Bridge Branch follows established technical standards and operational guidelines, including the Nepal Bridge Standards 2067, Guideline for Quality Management for Concrete Bridges and the Guideline for Inspection and Maintenance of Bridges, ensuring the safety, durability, and serviceability of bridge assets. These standards provide clear procedures for all stages of the bridge lifecycle from material selection, design verification, and construction supervision to regular inspections, condition assessments, and maintenance interventions.

In recent years, the growing scale, complexity, and technical requirements of bridge works have increased the need for specialized expertise beyond the existing in-house capacity of the Bridge Branch. Many projects demand intensive advanced structural and geotechnical assessments, specialized hydraulic and hydrological studies, and timely technical interventions to resolve site-specific challenges. Road Division Offices (RDOs), Bridge Sectors, which are directly involved in the implementation of bridge works, often face resource limitations that may affect the uniformity of quality control, delay decision-making, and leave gaps in documentation and record management. The demand for expert support is particularly critical in areas such as structural design check, review, foundation and soil analysis, river training and hydraulic assessment, construction monitoring, and archiving of design and as-built records.

To address these capacity gaps, the Bridge Branch intends to establish and maintain a pool of qualified individual consultants with competence in bridge-related disciplines. These consultants will be engaged on an as-needed basis to review designs submitted by contractors and project offices, ensuring compliance with DoR standards and relevant IRC codes. DoR seeks their engagement to help improve the quality and resilience of bridge designs, and to support the timely, cost-effective, and safe delivery of bridge projects and provide technical assistance to bridge branch engineers.

The required areas of expertise include, but are not limited to:

- Structural/Bridge Engineer
- Geotechnical Engineer
- Bridge Hydrologist



B. List of Experts

B.1 Bridge/ Structural Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge structural design drawings submitted by the contractors, projects and Road division offices and to facilitate timely approval of design drawings of bridges.

SCOPE OF WORKS

The Consultant shall work under the management of the Bridge Branch (BB). He/ She shall work under the guidance of BB or another representative from BB. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To check the design drawings submitted by the contractor in respect of bridge for choosing the bridge type and the General Arrangement Drawing of various components of bridge.
- Review and verify, from inception/preliminary/draft to final reports (as needed), all detailed structural designs calculations for various components of bridge e.g. foundation, substructure, bearings and superstructure and their drawings ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, departmental circulars, publications) and/or international (IRC, Euro Codes, BS, AASHTO..etc)
- To check and certify the detailed seismic analysis and design of the bridge as per relevant Indian/ IRC and International Codes.
- Verifying data input/ load calculations and structural calculations for all components of the scheme (by independent, software or their own computer program if any).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety and quality of works.
- The Consultant shall also check and verify the design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the position of **Bridge Expert** should have following expertise and education.

Area	Qualifications
Education	Min: Master's degree in Structural/Earthquake/Bridge Engineering or equivalent



Area	Qualifications
Experience	General Experience: • Min: 10 years of general experience in civil engineering works Specific Experience: • Min 5 years in Design or Design Review or Proof Checking works of Bridges. • Must have experience of designing at least 5 (Five) Prestressed Concrete bridges.
Other	• Language fluency in English and Nepali • Team work • Experience in documentation • Able to travel to difficult location/terrain/site.
Additional Requirement	• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	• Preference shall be given to higher experience than that mentioned above

B.2 Geotechnical Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge geotechnical design drawings submitted by the contractors, projects and Road division offices and to facilitate timely approval of design drawings of bridges

SCOPE OF WORKS

The Consultant shall work under the management of the Bridge Branch (BB). He/ She shall work under the guidance of BB or another representative from BB. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To check the design drawings submitted by the contractor in respect of bridge for choosing the bridge type and the General Arrangement Drawing of various components of bridge.
- To scrutinize the survey, soil bore log data of bridge site submitted by the contractor and assess their completeness, correctness from technical as well as practical consideration.
- Review and verify, from inception, all capacity/design calculations and drawings for bridge foundations, ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, departmental circulars, publications) and/or international (IRC, etc).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety and quality of works.



- The Consultant shall also check and verify the geotechnical design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the post of **Geotechnical Engineer (Expert)** should have following expertise and education.

Area	Qualifications
Qualification	▪ Minimum: Master's Degree in Geotechnical Engineering or related fields.
General Experience	Minimum: 10 years' experiences in civil engineering works
Specific Experiences	Minimum 5 years in Design or Design Review or Proof Checking works of Bridges. Must have experience of designing at least 5 bridges in geotechnical aspects.
Additional Requirements	Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above



B.3 Hydrologist Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge hydrological and hydraulic design drawings submitted by the contractors, projects and Road division offices and to facilitate timely approval of design drawings of bridges.

SCOPE OF WORKS

The Consultant shall work under the management of the Bridge Branch (BB). He/ She shall work under the guidance of BB or another representative from BB. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To study the design drawings submitted by the contractor in respect of bridge for choosing the alignment, bridge site and the planning methods proposed.
- To scrutinize the survey, metrological/hydrological data of bridge site/catchment submitted by the contractor and assess their completeness, correctness.
- Review and verify, from inception, hydrological/hydraulic analysis for bridge, ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, Guidelines on Hydrological and hydraulic analysis and river Training works for Bridge design, departmental circulars, publications) or international (IRC etc).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety or quality of works.
- The Consultant shall also check and verify the geotechnical design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the post of **Hydrologist** should have following expertise and education.



Area	Qualifications
Qualification	Minimum: Master's degree in Water Resources engineering or Hydrology or Equivalent.
General Experience	Minimum: 10-year experience in civil engineering works.
Specific Experiences	Minimum 5 Experience in Hydrological design of motorable bridges and/or design review and /or design check on hydraulic/ hydrological aspects of motorable bridges Must have experience of designing at least 5 bridges in hydraulic/ hydrological aspects.
Other Skills/Experiences	Knowledge on hydraulic/ hydrological analysis software (eg. HEC-RAS, GIS or Related etc.)
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above

C. DURATION OF CONSULTING SERVICE

The duration of the Consultant's services shall be determined on the basis of the complexity and uniqueness of the bridge design under review, and shall be finalized through mutual negotiation with the proposed Consultant.

D. REMUNERATION

The remuneration to the Individual Consultant shall be on each job assignment basis. Expenses including per diem incurred through field, visit to project sites/field offices shall be reimbursed in arrears as incurred subject to approval of the travel by the BB. The consultant shall submit a detail time sheet showing the days and activities done under the DOR, Bridge Branch.

E. TAXATION

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in the VAT before entering into the contract agreement signing.

F. REPORTING

The Consultant will furnish his detailed reports / comments on the design calculations and drawings to the BB within a reasonable period (days) as agreed at time of agreement. The Consultant shall discuss the deficiencies if any in the design and suggest the changes to BB and shall provide a clear recommendation to the BB on whether the design is acceptable for construction.

Note: The Consultant shall submit both an electronic copy and a duly signed hard copy of the report for each assigned bridge.



G. TERMINATION OF CONTRACT

The Employer reserves the right to terminate the contract if the consultant's services are deemed unnecessary due to internal project management decisions, delays in the execution of assigned tasks, or unsatisfactory performance as determined by the Bridge Branch (BB).

- In case of the termination of the contract on part of the project (client); the client will inform in writing one (1) week before to the consultant
- If the consultant wishes to leave the project; he/she shall mandatorily inform in writing two (2) weeks before to the BB.

H. CONSULTANT'S RESPONSIBILITY

The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall keep full records relating to all aspects of the work covered by his service contract. All original drawings, work sheets, field notes, computer programs, reports and other documents relating to the study shall become the property of the Government.

While starting the job itself the consultant should have a laptop computer of his/her own. The consultant will have to arrange its own transport conveyances for daily office movements in Kathmandu Valley.

I. AGREEMENT

The Consultant shall be required to enter into an agreement with Bridge Branch, Department of Roads on Performance Based fee payment contract as per the Provision of as per provisions made on Public Procurement Regulations. An agreement shall be signed by both parties before the commencement of the work.

J. CURRICULUM VITAE (CV)

Position Title and No.	{e.g., Structural/Bridge Engineer}
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

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. B, 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 in which the Expert will be involved}	

Experts 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 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.



Date: _____

[Signature of expert]

Day/Month/Year

Full name of authorized representative: _____



K. FORM OF LETTER OF APPLICATION

Letter of Application

Date:

To,

Full Name of Client: Department of Roads, Bridge Branch

Full Address of Client: Babarmahal, Kathmandu

Telephone No.: 01-5903796

Email Address: dorbridgebranch2@gmail.com

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):
