



Government of Nepal
Ministry of Physical Infrastructure and Transport

Department of Roads

Project CoOrdination Unit, Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project ,
Chakupat, lalitpur

Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project (**Western sector**)
Hetauda, Makwanpur

Expression of Interest

First Date of Publication: 22 January, 2017

The Department of Roads (DoR) invites experienced and eligible local individual consultants to submit Expression of Interest (EoI) to provide consultancy services for Road upgrading works in Dharan Chatara Gaighat katari Sindhuli Hetauda Road Project(**Western Sector**). The Consultancy service is intended for total of two years during three years construction period.

Consulting Individuals, willing to provide the aforementioned services are hereby invited to submit their "Expression of Interest" (EoI). The standard EoI forms will be available in Department of Roads, Project CoOrdination Unit, Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project , Chakupat, lalitpur as well as Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project (**Western sector**), **Hetauda, Makwanpur** .

The EoI shall include adequate information including their Relevant qualifications and Experience in their letter of Interest to demonstrate their qualification in the best manner. Short listed Individual Consultants will be invited to submit their Technical and Financial Proposal as per the Request for Proposal (RFP), to be provided to them at later stage.

The EoI shall be submitted in sealed envelope and must reach the mentioned address, no later than the working hours on 15th day of first publication of this notice.

If the last day of submission happens to be a government holiday, the next consecutive office-opening day will be last date.

One Individual consultant is permitted to submit only one EoI and failing upon this, such Individual consultant (s) shall not be eligible for evaluation. The department reserves the right to shortlist or not to shortlist any or all of the Individual consultant (s) without assigning any reasons whatsoever.

Required Individual consultancy services

sn	Name of the post	Contract no.	Required numbers	Duration of assignment
1	Senior Highway Engineer	DCGKSH/west/073/074/01	one	Two years
2	Highway Engineer	DCGKSH/west/073/074/02	one	Two years
3	Quality Control Engineer	DCGKSH/west/073/074/03	one	Two years

The EoI documents shall be addressed to:

Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project (Western Sector**)**
Hetauda, Makwanpur



EXPRESSION OF INTEREST

Job: supervision of survey, design, construction works carried out by the contractor and necessary suggestions to project chief

Individual Consultant

Post: Highway Engineer

Contract No.: DCGKSH/**WEST**/073/074/02

Employer:

Government of Nepal

Ministry of Physical Infrastructure and Transport

Departments of Roads

Project Co-Ordination Unit, Dharan - Chatara - Gaighat - Katari - Sindhuli - Hetauda Road Project

Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project (**Western Sector**)

Hetauda, Makawanpur



Government of Nepal
Ministry of Physical Infrastructure and Transport
Departments of Roads

Project Co-Ordination Unit, Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project
Dharan Chatara Gaighat Katari Sindhuli Hetauda Road Project (Western sector)
Hetauda, Makawanpur

Expression of Interest for Consulting Service
For
Upgrading of Section of Dharan Chatara Gaighat Katari Sindhuli Hetauda Road

1. Introduction

Department of Roads (DOR) invites Expression of Interest (EOI) from experienced and capable Individual Consultant for short listing to carry out advisory and supervision functions of survey, design and construction/upgradation of Road/Bridges Works carried out by the contractors in **Sindhuli - Hetauda Section** of Dharan Chatara Gaighat Katari Sindhuli Hetauda Road. The actual upgradation/construction work is expected to start from February, 2017. The work consists of upgradation (blacktopping) of **114 Kms** of Road and construction of **33** bridges on design- build basis.

2. Criteria for Short Listing

The eligibility and qualifying criteria for the selection are provided below in chapter 5. The request for Proposal (RFP) shall be provided only to the Short-Listed Consulting Firms.

3. Joint Venture

Consulting Individual will not be eligible to submit more than one EOI. Upon failing this, the EOI of such Consulting Individual (s) shall be rejected. The EOI must clearly mention the name of Consulting Individual.

4. Detailed Information about Consulting Individual

The Consulting Individual (s) are required to submit the details about themselves in the formats as shown below.

4.1 Experience of the Individual during last Five years (January, 2012 to December, 2016)

4.1.1. General Experience of the Individual Civil Engineering Projects:

S.N.	Project Name/Client/Funding Agency	Location	Job Details	Approximate Value of Contract	Start Date	Completion Date/ongoing (% complete)	Involvement (status/role)



4.1.2 Experience of the Individual in Similar Projects during last **Four years (January, 2013 to December, 2016)**

S.N.	Project Name/Client/Funding Agency	Location	Job Details	Approximate Value of Contract	Start Date	Completion Date/ongoing (% complete)	Involvement (status/role)

Experience in similar projects means: (a) Survey of roads (b) design of roads (c) Supervision of upgrading, improvement, Rehabilitation of roads or construction of roads in Bituminous standard.

4.1.3 Experience in Similar Geographic Area.

S.N.	Project Name/Client/Funding Agency	Location /type of terrain	Job Details	Approximate Value of Contract	Start Date	Completion Date/ongoing (% complete)	Involvement (status/role)

Note: The Individual shall produce certified evidences of completion of the jobs either as individual consultant or member of consulting firm.

4.2 Educational qualifications of Individual

S.N.	Name of Individual	Educational Institution	Educational Qualification	Date of certification
1				

4.3 experience in road related construction supervision

S.N.	Designation	Name	Experience (Years)	Employment Status (Fulltime/Part time)
1	Highway Engineer			



4.4 Adherence to Code of Ethics and Anti Corruption Policy

It is mandatory to provide the Individual's commitment on Codes of Ethics and Anti Corruption Policy.

Upon failing to do so, the Individual will be disqualified for the evaluation. Mechanism to monitor the adherence to these policies also should be stated.

5. ELIGIBILITY AND QUALIFYING CRITERIA

Job: Consulting Service for Upgrading of **Sindhuli - Hetauda** Section of Dharan Chatara Gaihat Katari Sindhuli Hetauda Road

5.1. Eligibility Criteria:

S.N.	Eligibility Criteria	Compliance	Status
1	Registration with professional Societies (NEC)	Yes/No	Pass/Fail
2	Tax Clearance / Renewal of Tax/PAN certificate	Yes/No	Pass/Fail
3	VAT/PAN Registration	Yes/No	Pass/Fail
4	Minimum Five Years of Standing (continuous professional experience)	Yes/No	Pass/Fail
5	Adherence to code of Ethics and Anti Corruption Policy	Yes/No	Pass/Fail

5.2. Ranking Criteria

5.2.1 Experience in civil engineering projects in the field of survey/ design/ construction supervision within last three years (Minimum marks required – 10 marks)	25 marks
5.2.2 Specific Experience in Road related engineering survey/ design/ construction supervision (Minimum marks required – 20 marks)	45 marks
5.2.3 Experience in similar geographic region (Minimum marks required – 5 marks)	15 marks
5.2.4 Educational Qualifications (Minimum marks required – 5 marks)	10 marks
5.2.5 Experience in road related construction supervision (Minimum marks required – 5 marks)	5 marks

Total: 100 marks

The consultant need to secure minimum 50% marks in the total and minimum marks as indicated above in each category of evaluation criteria in order to be qualified for the said job.

GOVERNMENT OF NEPAL
MINISTRY OF PHYSICAL INFRASTRUCTURE AND TRANSPORT
DEPARTMENT OF ROADS

Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road (Project (Project Co-Ordination Unit)

Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road Project (West Sector)

TERMS OF REFERENCE

Of

Highway Engineer

For

CONSTRUCTION SUPERVISION

On

Construction, Improvement and Upgrading

Of

Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road (West Sector)

December 2016



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1. INTRODUCTION AND BACKGROUND

The Government of Nepal is financing the cost of the **Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road** Project. Under the project, it is intended for the Construction, Improvement and Upgrading of following roads:

a) **Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road**

Department of Roads had procured contracts for the '*Construction, Improvement and Upgrading*' of the following contracts which are now at implementing stage.

Contract ID No.	Road Name
DCGKSHP/PCU/337125/ 072/073-002 & Including Bridges	Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road (Sindhuli - Hetaunda Section)

Project Co-Ordination Unit, Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road Project Chakupat, Department of Roads under the Ministry of Physical Infrastructure and Transport intends to apply part of the Budget for consulting service of the Highway Engineer. The scope of the Individual Consultant to assist construction supervision of *Construction, Improvement and upgrading on Dharan Chatara Gaighat Katari Sindhuli Hetaunda Road (Sindhuli - Hetaunda Section) (Hereinafter called 'Works')*.

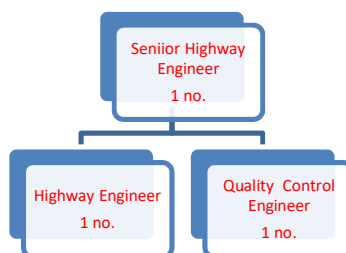
2. OBJECTIVES

The objective of the consulting service of Highway Engineer is to assist in construction supervision of the *Works*.

3. TEAM COMPOSITION AND TASKS

Following professionals are required to undertake the task.

The Hierarchy of the organization chart for each sector is as follows.



3.1 Highway Engineer: 1 Number each at Eastern and Western Sector of the project

Broad Qualification and Requirements:

1. Education
 - Minimum: Bachelor's degree in Civil Engineering
 - Preferable: Master Degree in Highway/Bridge/Transportation/Structure/geotechnical/soil Engineering or Construction Management.
2. Experience
 - a) General Civil Engineering Works
 - Minimum: 5 years
 - Preferable: 10 years
 - b) Experience in Road projects
 - Minimum: 3-year experience in construction supervision of road projects
 - Preferable: 5-year experience in construction supervision of road projects
3. Language: Capable of communicating fluently in English Language

4. SCOPE OF SERVICES FOR HIGHWAY ENGINEER

The scope of services of Highway Engineer shall include but shall not necessarily be limited to the following:

- (a) Assist Task manager and Supervision Team in Familiarization and review of the design with the client to reconfirm the appropriateness and adequacy of designs and the working drawings.
- (b) Assist Task manager and Supervision Team in close co-ordination with the Project In charge, work out and agree on an appropriate organizational set up for the Supervision team with line of command.
- (c) Assist Task manager and Supervision Team in developing the standard formats for the use of the supervision team for daily inspection of the works, quality assurance, measurement of quantities, monitoring progress and monitoring of claims etc.
- (d) Assist Task manager and Supervision Team in discharging the Engineer's duties in the administration of contracts and supervision of construction.
- (e) Assist Task manager and Supervision Team in Support and supervise the re-establishment or provision of reference points and the checking of the setting out works undertaken by the contractors.
- (f) Assist Project Chief in [checking correctness of work schedule/plan and Quality Assurance plan proposed by contractors as per Standard Specification of Road and Bridge and corresponding Bill of Quantities.](#)
- (g) Assist Project Chief in [identify the quarries and material source for the construction of works as per Standard Specification of Road and Bridge.](#)
- (h) Assist Task manager and Supervision Team in inspection, including sample testing, where required, of all materials and workmanship to ensure that they comply with the Standard Specification of Road and Bridge, design/drawing and to recommend actions to be taken, prepare notices to be issued to the contractors, for correction of the situation.
- (i) Assist Task manager and Supervision Team in preparing and arranging regular meetings with the Contractors team and Project supervision team to speed up and achieve targeted the progress within the timeframe.
- (j) Assist Task manager and Supervision Team in intervene in case of shortcomings of the works in terms of design, quantity and quality, report to the Project Chief and propose measures to correct it as per standards.



- (k) Assist Task manager and Supervision Team to overcome the social, environmental and other external difficulties during the project execution.
- (l) Assist Task manager and Supervision Team in closely monitoring and evaluating project progress and ensuring that the works are executed on schedule and meet the established milestones/ standards of performance and quality and suggest measures to overcome implementation difficulties.
- (m) Assist Task manager and Supervision Team in checking contractor facilities at site regarding its adequacy and capability of their staff to perform works under the contract.
- (n) Assist Task manager and Supervision Team in finalization regarding required modifications/additions/deletion in design and specification during construction.
- (o) Assist Task manager and Supervision Team in **ascertaining and acceptance of each part of work as completed by the contractors** .
- (p) Assist Task manager and Supervision Team in periodic checking of contract quantities and a constant check on the cost estimate.
- (q) Assist Task manager and Supervision Team in assessment, examination of the contractor's claims and interpretation of related contract provisions to arrive at suitable decision with regards to the claims. Claims could be for extension of time, additional payment, deciding new rates and other similar contractual matters.
- (r) Assist Task manager and Supervision Team in negotiation with contractors to finalize rates of new work items not included in the Bill of quantities.
- (s) Assist Task manager and Supervision Team in preparation of site specific **EMAP** within one month of signing of the contract to ensure that the recommendations of the "Environmental Management Guidelines" of the Road sector in Nepal are implemented in the project with especial attention to the following:
- Ensure that all borrow pits are operated and closed according to the environmental requirements
 - Identify environmentally safe tipping areas for surplus mass of excavated or any other material in addition to that specified in the design specifications. The consultant shall also assist DOR to ensure that the contractor and construction work force is aware and comply with the spoil disposal restrictions.
 - Ensure that the contractor removes surplus materials and leaves the site in clean condition.
 - Assist Task manager and Supervision Team in, upon completion of the works, in carrying out an inspection of the completed section or sections. The Highway Engineer shall review and check to ensure that the "As built" Drawings submitted by the contractor are correct. Approved "As built" drawings shall be enclosed in the Project Completion Report.
- (t) Perform other duties as may be assigned by Project Chief and Task Manager

5. DURATION OF THE CONSULTANT'S SERVICES

5.1 Highway Engineer

The Highway Engineer is expected to begin his services after finalization of his contract with DOR within agreed time frame and his responsibilities shall continue until the completion of the works. The services shall be for **24 months** during the construction phase.

However, in the event of arbitration or other proceedings after the completion of construction, the Highway Engineer shall be available to assist DOR, under the same conditions of engagement as applicable to this Agreement.

The total estimated professional input of the Highway Engineer during the construction period is twenty-four (24) months and the service is expected to start from March 2017.



6. REPORTING REQUIREMENT

The Highway Engineer shall keep full records individually relating to all aspects of the work covered by his service contract. Such records shall be available for inspection to the Employer and shall be handed over to the Project Chief on completion of its service. In addition to the above, the Highway Engineer shall submit the following Reports during the course of his services:

6.1 Inception Report (four copies)

Within four weeks of start of the service, the Highway Engineer shall submit individually an Inception report.

The report will include the following:

- Consultant's detail work program, organization setup
- Initial findings of the design review as suggested in the scope of works
- Contractors work schedule and his resources requirement and their mobilization schedule to support the execution of the contractor's work program
- Traffic management plan for management of efficient traffic flow during construction

6.2 Monthly Progress Reports (four copies)

The Highway Engineer shall assist Task Manager to prepare a monthly progress reports on the project activities during construction period. The reports shall include:

- physical and financial status of the construction activities
- construction material at site
- Problem on site and proposed solution for it
- information on contractor's equipment and their condition
- contractor's manpower and contractor's activities
- information on his/her own service.

6.3 Project Completion Report (Six copies)

On completion of the contract, the Highway Engineer shall prepare and assist task manager in preparing a consolidated Final Report covering the whole of the works. The report shall be submitted along with all original records. It should include recommendation on changes to the applied methodology for implementing future similar works, financial statement of the contract, variation in contracts, contractor's claim and consultant's recommendation, and other relevant project information.

7. FACILITIES

7.1 To Be Provided by the Employer

The Employer shall provide followings for the performance of its service:

- Related reports and contract documents
- Access to all other necessary available data required for performance of the consultant's duties.



7.2 To be arranged by the Highway Engineer

The Highway Engineer shall arrange the following facilities and the necessary cost shall be borne by the Consultant:

- logistic support
- Accommodation,

8. SUPERVISION STAFF

The Project Chief shall depute supervision staff as per agreed supervision team for effective supervision of the works. The exact composition of the supervision team shall be agreed during the inception period.

9. SUPERVISION VEHICLE

The Employer may provide the supervision vehicles for the purpose of the site visit for consultants. The Project Chief shall depute supervision vehicle as per work progress/emergencies condition.

10. TERMINATION OF THE SERVICES

10.1 The service of the Highway Engineer may be terminated by the Project Office immediate effect by notice in writing if at any time:

10.1.1 The Highway Engineer is convicted of a criminal offence related to the professional conduct; or

10.1.2 The Highway Engineer commits an act of grave misconduct in the course of the business; or

10.1.3 The Highway Engineer fails to fulfil its obligations relating to payment of taxes; or

10.1.4 The Highway Engineer fails to disclose any serious misrepresentation in supplying information required by the Project office in or pursuant to this Contract.

10.1.5 The Highway Engineer is convicted of the disclosure of confidential information regarding the contract which may lead to financial loss or other loss.

10.2 The Highway Engineer service may be terminated with 15-day prior notice by the Project Office

If the services by the consultant is not required for the works by various reason such as stoppage of works and other unexpected events. The Project Chief may terminate the service by the consultant with 15-day prior notice.

10.3 The Highway Engineer may terminate own service with 3-months prior notice to the Project Office.

If the Highway Engineer wills to terminate the services, he/she must notify the project office 3 months prior to terminate of the service.

11. PROFESSIONAL LIABILITY INSURANCE

The Highway Engineer must accomplish the professional liability insurance for the own work as per agreed negotiation meeting.

12. CONTRACTUAL ARRANGEMENTS

The Highway Engineer's contract will be based on a contract agreement consistent with the DOR practices based on document prepared by Public Procurement Monitoring Office.

