

Glossary of Terms

Act	Act of the Kingdom of Nepal.
Bid, Tender	A set of documents submitted by a prospective contractor or supplier to a project office containing a description of works or goods to be provided and the proposed price. It may contain information about the bidder's qualifications to undertake the work. The terms 'bid' and 'tender' are interchangeable.
Central Level Project	A project undertaken by a executing/implementing agency of HMG/N or through donor funding.
Consultant	A person or a firm appointed by the executing/implementing agency to provide specific technical services in the project (e.g. feasibility studies, social and environmental assessment, engineering design, tendering assistance and supervision of construction). In the context of a construction contract the term 'Consultant' is used to mean the Engineer, Engineer's Representative or Employer's Representative depending on the conditions of contract.
Contractor	A firm contracted by the executing/implementing agency to construct works, install plant/machinery or supply materials according to the design, drawings and specifications provided by the executing/implementing agency. In some contracts the Contractor may be required to design all or part of the works and plant/machinery. A users' committee is a special form of contractor.
Corrupt Practice	The behaviour on the part of officials in the public and private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or the contract association.
District Level Project	A project undertaken by the division/district office of a HMG/N sector agency through HMG/N funding, and which was approved by the concerned District Development Committee. Often the works are contracted to a users' committee which takes over operation of the completed works.
Donor, Donor Agency	An international financing institution, United Nations agency or bilateral financing or development agency which provides loan, grant or other type of funding for a project under an agreement concluded with HMG/N.
Employer, Purchaser	In the contract context, the party who requests and pays for the construction of works or the purchase of goods from a contractor or supplier. The implementing agency is usually the Employer or Purchaser.

Engineer, Engineer's Representative, Employer's Representative	In the context of a construction contract, the person or engineering consulting firm appointed by the Employer to carry out certain administrative and supervisory duties. He either may act on behalf of the Employer or as an independent third party depending on the conditions of contract.
Executing Agency	The ministry, department, statutory body, state corporation or local body responsible for the overall management of a project including production of project outputs, achievement of project objectives and accountability for the use of government resources.
Fraudulent Practice	A misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of HMG/N, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive HMG/N of the benefits of free and open competition.
Guideline	A recommended set of procedures or requirements which effort should be taken to comply with. Guidelines in PWD generally follow international best practices.
Implementing Agency	The agency responsible for the procurement and delivery of specific project inputs and their conversion to project outputs. It is usually a unit within the Executing Agency's organisation structure e.g. department or division.
Line Agency, Sectoral Agency	The unit in HMG/N designated to assume executive responsibilities for an economic or social sector (e.g. roads, health). It is usually a ministry or department.
Local Body	A Village Development Committee (VDC), District Development Committee (DDC) or Municipality with powers and responsibilities as defined in the Local Self-Governance Act, 2055.
Local Body Project	A project undertaken by a local body through its own resources, lump sum grant from HMG/N or any other organisation.
Office In-charge	A person in charge of a unit within the organisational structure of the executing/implementing agency who is responsible for the management of the activities and staff of the unit. Where a project office is established, the Project Manager/Project In-Charge shall have the same responsibility as an Office In-Charge.
Plan	In the context of PWD, a plan may be: 1. a description (including text, maps and data tables) of proposed infrastructure development in a specific area over a given time frame to meet stated objectives (e.g. district transport master plan). 2. a list of projects put forward for approval and budget. The term 'plan' is often misused in that many so-called plans are really programmes (e.g. annual development plan).

Pre-qualification, Post-qualification	An assessment made by the implementing agency of the experience and technical and financial capacity of prospective contractors and suppliers expressing interest in undertaking a particular contract for the purpose of excluding companies which do not meet the minimum criteria set by the implementing agency. Prequalification is undertaken before inviting bids. Postqualification is undertaken after bids have been received, and usually before the proposed price is considered.
Programme	A set of activities or projects approved and scheduled over given time period to meet certain objectives (e.g. five-year road periodic maintenance programme).
Project	A specific infrastructure development activity with a starting point and end point intended to accomplish a specific objective. Donors' use of the term 'project' can sometimes be misleading. In donor terms a project is often a group of closely-related infrastructure and supporting institutional development activities (e.g. construction works plus technical assistance) funded by a single loan.
Project Accountant	An employee of the Financial Comptroller General's Office appointed to manage the financial accounts of a project.
Project Manager, Project In-charge	The person appointed by the executing/implementing agency responsible for the day-to-day management of a project, and exercising the authority assigned by the executing/implementing agency and HMG/N regulations. The term also applies to the person in a contractor's organisation who is responsible for executing a construction contract. The person in consultant's organisation responsible for executing a consulting contract is normally called the Team Leader. The terms 'Project Manager' and 'Project In-charge' are interchangeable.
Project Office	The unit within the executing agency/implementing agency responsible for the day-to-day management of a project. The project office contains staff who are appointed Project Manager, Project Accountant, Project Engineers, etc. The project office may be part of the executing/implementing agency's existing permanent organisational structure (e.g. division/district office) or it may be temporary unit established and staffed for the duration of the project only (e.g. project management unit).
Regulation	A set of rules, instructions and bylaws which have been established by HMG/N to clarify, regulate and control the powers and duties established under various acts. Most acts have an accompanying regulation that assigns responsibilities and authorities to government officers and describes procedures which must be followed. (Rules and Regulations of the Kingdom of Nepal).
Site In-charge	A person usually designated by the Project Manager or Office In-Charge to supervise the execution of works at one or more defined sites within with authority defined by the Project Manager. Equivalent to a Resident Engineer or Site Inspector.

Stakeholder	Any person, group or company that has an interest in or will be affected by the activities or impacts of a project. Stakeholders always include project beneficiaries and project affected persons.
Standard	Technical specification or other requirement which have been established by HMG/N sectoral agencies for controlling the level of service, planning, design and construction of public works and which must comply with unless exceptional circumstances prevail.
Standard Bidding Documents	A set of documents used in the procurement of works, goods and consulting services, normally comprising instructions to bidders, bid data sheet, general conditions of contract, conditions of particular application, specifications, drawings, bill of quantities, bid evaluation criteria, qualification form, and bid and performance security forms.
Users' Committee, Consumers' Committee	A group of persons formed in the project area, usually at the village level, to complete a specific labour-intensive work and to take over responsibility for the operation and maintenance of the completed work. The work is executed through an agreement with the implementing agency similar to a contract. The terms 'users' committee' and 'consumers' committee' are interchangeable.