

9. Roles and Responsibilities of Committees

9.1 Central Coordination Committee

The executing agency may form a Central Coordination Committee to expedite the decision-making process in a project which has several components and requires coordination of different agencies within the ministry or outside the ministry. Normally the following projects need to have such a committee:

- Donor assisted projects
- National priority projects
- Emergency time bound projects.

The Central Coordination Committee is considered to be an integral part of the project organisation. The roles and responsibilities of the committee shall be described in the project implementation plan.

The formation of a Central Committee or Coordination Committee is suggested as follows:

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| 1. Concerned Department Head | – Chairperson |
| 2. Senior Technical Officer of the concerned department | – Member |
| 3. Project Manager | – Member-secretary |
| 4. Chief, Financial Administration Section | – Member |
| 5. Representative of the donor | – Member |
| 6. Team Leader of the consultant | – Member |
| 7. Legal expert | – Member |
| 8. Representative, SCAEF | – Member |
| 9. Representative, FCAN | – Member |
| 10. Representative of concerned entities | – Member |

The facilitation and secretariat function of the Central Coordination Committee will be arranged by the concerned project.

The roles and responsibilities of the Steering Committee should be as follows:

- Review progress and problems encountered in project implementation and advise on possible solutions.
- Improve relationships between the project staff, consultant and contractor and to help to make project implementation smoother.
- Recommend solutions on implementation hurdles related to technical, financial and coordination matters.
- Meet at least once in two months on regular project matters.
- Report the decisions to the concerned ministry, department and other agencies.
- Recommend to the concerned Secretary to initiate actions to resolve key project problems.
- Issue necessary directions to project staff and the consultant to expedite project implementation.

The decisions of the Committee shall be binding upon the project staff and consultant.

9.2 Project Coordination Committee

For ensuring coordination and cooperation of all concerned agencies located in the project area a Project Coordination Committee may be formed. The following membership is suggested:

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| 1. District Development Committee Chairperson | – Chairperson |
| 2. Chief District Officer or his nominee | – Co-chairperson |
| 3. DDC representative | – Member |
| 4. Team Leader of the consultant | – Member |
| 5. Project Manager of the contractor | – Member |
| 6. Representatives of related line agencies | – Member |
| 7. Project Manager | – Secretary |

The Project Coordination Committee will meet as and when requested by the Project Manager. The role of the Committee shall be advisory only. The Committee shall be a platform to exchange the views of project stakeholders and district line agencies. The facilitation and secretariat function of the Committee shall be the responsibility of the Project Manager. The matters that may be discussed in the committee includes the following:

- Coordination of traffic management
- Coordination of land and property acquisition of minor and urgent nature
- Coordination of quarries and other sources of materials
- Coordination on temporary leasing of land.

9.3 Bid Evaluation Committee

9.3.1 Office Level Bid Evaluation Committee

There shall be a bid evaluation committee in each office formed by Office In-charge consisting of:

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| 1. Office-in-charge or senior officer prescribed by him - (technical personnel to the possible extent) | - Chairman |
| 2. Chief of Financial Administration, Officer level, if not available office-in-charge of the concerned District Treasury Comptroller's Office or officer designated by him. | - Member |
| 3. Concerned Technical expert (officer level to the possible extent) | - Member |
| 4. Law officer or if there is no law officer, District Attorney of the concerned District | - Member |

9.3.2 Duties and Powers of Bid Evaluation Committee

- Define the technical and financial criteria for evaluation of bids within 30 days after the starting date of fiscal year.
- If the fixed criteria have to be altered according to the nature of works, to make recommendation thereof and do as per clause (a) prior to publishing a notice for a tender.
- The criteria pursuant to clause (a) shall be fixed taking into consideration of other provisions made in this Regulation in respect of the tender and of the matters provided for in the standard bidding documents in force.
- To evaluate tenders on the basis of the criteria referred to in clause (a) and make recommendation for acceptance.
- To form sub-committees as per necessity on the basis of the work load.
- To seek opinion of the consultants in the projects operated with foreign assistance, or invite them at the meeting.

- To follow the provisions mentioned in the agreement in proceeding with evaluation of the project operated with foreign source.
- While procuring goods through quotations or bidding the provision of buying Nepali products even if it is costlier up to 10% should be adopted.
- Evaluate bids on the basis of the approved criteria and to recommend acceptance.
- FAR Rule 59(c) should be followed while procuring goods.

9.3.3 Use of Consultants

In addition to the above, a bid evaluation committee may retain the services of a specialist consultant to evaluate complex tenders and prepare a bid evaluation report to the committee. The consultant is often either the design consultant who prepared the design and bid documents or the supervision consultant who will administer the contract.

9.4 Construction Materials Rate Fixation Committee

A Construction Materials Rate Fixation Committee shall be formed in each district to fix the rate of construction materials and wages applicable for the whole of the district or a part of it.

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| 1. Chief District Office | – Chairperson |
| 2. Chief, District Treasury Comptroller Office | – Member |
| 3. Local Development Officer | – Member |
| 4. Designated member from the District Development Committee | – Member |
| 5. Representative of the Federation of Construction Entrepreneurs | – Member |
| 6. Representative of the Chamber of Commerce and Industry | – Member |
| 7. Chief, District Building Construction and Urban Development Office | – Member Secretary |

The roles and responsibilities of the Committee are as follows:

- The committee shall be the sole authority to fix rates of construction materials and wages and no wage in excess of the fixed rate shall be given in the public works.
- The committee shall fix the rate of construction materials and wages considering current market rate and directions of HMG/N.
- The rates shall be fixed within the month of Shrawan (July/August) for each fiscal year.
- The chairperson will initiate action for fixation of the rates within the specified time. If the new rates cannot be fixed within the specified time, the previous rates shall continue.
- The secretary of the committee, with the consent of the chairperson, shall arrange to hold meetings of the committee.
- The committee may approve / endorse special rates based on agreement for the skilled labour if works cannot be done with fixed rates and the project manager recommends special rates based on agreement.
- The committee shall notify all the concerned offices including District Treasury Comptroller Office, Department of Auditor General and Ministry of Physical Planning and Works.

9.5 House Rent Fixation Committee

A House Rent Fixation Committee consisting of the following officers shall be formed at each district:

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| 1. Chief District Office | – Chairperson |
| 2. Chief, District Treasury Comptroller Office | – Member |
| 3. Chief, District Building Construction & Urban Development Section | – Member |

4. Project Manager/Chief

– Member Secretary.

The roles and responsibilities of the house rent fixation committee shall be as follows:

- The committee shall obtain the procedures and guidelines for fixation of the house rent from the Ministry of Finance.
- The committee may specify criteria for fixation of the house rent.
- The committee shall fix the new rent or alter the rent in as per the procedures specified by the Ministry of Finance.
- Where the approved budget is not sufficient to cover the fixed rent, approval of the Ministry of Finance has to be obtained.
- Ministry of Finance as recommended by the committee shall make provision of sanction of the necessary additional budget.

9.6 Committee to Recommend Auctioning of Goods

The Office In-charge will identify goods for auction or repair as indicated in the Annual Report and make store entry of goods. The Office In-charge shall examine whether such goods are worth auctioning or worth maintaining.

An Auction Recommendation Committee shall be formed to recommend the disposition of goods for auction or repair identified by the Office In-charge.

9.6.1 Central Auction Recommendation Committee

This Committee is established for constitutional bodies, Ministries, Departments and central offices with membership:

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| 1. Concerned Office In-charge or his nominee | – Chairperson |
| 2. Expert in goods designated by the Office In-charge | – Member |
| 3. Officer level representative designated by FCGO | – Member |

9.6.2 Office Level Auction Recommendation Committee

Other than central level offices

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| 1. Office In-charge or the officer designated by him | – Chairperson |
| 2. Officer level technician representative designated by CDO | – Member |
| 3. Officer level representative designated by DTCO | – Member |

An employee knowledgeable about the goods in-kind shall be designated as the technician representative. For high cost items (more than NRs 1 million) or items of special type, the committee may invite up to two technicians in the field.

Submit a report of recommendation to the Office In-charge after completing study and survey specifying estimated price. Following the recommendation of the auction recommendation committee, the Office In-charge may auction the goods.

- Amounting up to NRs 1 million where cost price is set out,
- Up to NRs 200,000 where their price is not set out but have been valued, and
- Up to NRs 1.2 million in combination of the both.

9.6.3 Ministry/Department Level Auction Recommendation Committee

For auctioning of goods costing more than aforesaid amount should be made to the Department or Ministry for approval. The concerned Ministry or Department shall, form a higher-level Committee consisting of the following members to carry out survey and evaluation:

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| 1. Gazetted 1 st Class Officer designated by the concerned Secretary or Department Head | - Chairperson |
| 2. Officer Level Representative of the concerned Office or Ministry | - Member |
| 3. Engineer of concerned subject | - Member |
| 4. Officer Level Representative of FCGO | - Member |
| 5. Officer level representative of concerned Ministry or Department | - Member Secretary |

The roles and responsibilities of the higher-level auction recommendation committee shall be as follows:

- The committee will make valuation of the goods and equipment for auctioning.
- The committee shall take into account of utility, service life, depreciation, residual value and market value of the goods.
- Depreciation deduction shall be made as per rule prescribed by income tax law.
- For goods with customs unpaid, customs duties shall be included and depreciation shall be deducted from the duties as well.
- Revaluation of the goods in the event of unsuccessful auction.
- Recommendation to auction goods which are older than twelve years not in running condition, or repairing expenditure of more than 25% has to be incurred to bring to the running condition.

Following the recommendation of the higher-level auction recommendation committee, the department or the ministry shall order for auction to the concerned Office.

9.7 Committee to List Name of Suppliers in Remote Areas

While procuring goods and materials by quotation, written quotations shall be invited from at least three firms or companies, from among the firms or companies, which have obtained value added tax and income tax registration certificates and which has the lowest quotation.

If there are no firms or sellers, which have obtained a value added tax and income tax registration certificates in a remote district as declared by HMG/N, a committee as follows, shall prepare a list of sellers for such a districts and the procurement may be made inviting sealed quotations from among those sellers. The Committee shall include:

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| • Chief, DTCO | - Chairperson |
| • Officer Level Representative of CDO's Office | - Member |
| • Officer Level Representative of District Building Construction and Urban Development Office | - Member |
| • Representative, District Chamber of Commerce and Industries | - Member |

DTCO shall act as the secretariat of the committee. DTCO shall send the list of sellers to the concerned Tax Office. The quotations of those sellers who have not value added tax and income tax registration certificates should not be accepted except in the case of the list of sellers for the remote districts.

9.8 Users' Committees (Consumers' Committee)

A work to be operated at the local level costing up to Rs. 2.5 million shall be given priority to be carried out it by the Consumers Committee formed by the local consumers. The duties, functions, roles and responsibilities of the committee are as follows:

- Enter into an agreement with the concerned office for carrying out the construction works of the project.

- Carry out construction works of the project, subject to the cost estimate prepared by the technician specified by the concerned office.
- Mobilise the labour force and supporting resources to the construction.
- Provide progress reports on project construction to the concerned office on a monthly basis.
- Submit recommendations, accompanied by proper justification, to the concerned office for removing any difficulty and hindrance to the project.
- Request an extension of time limit in case where the work undertaken cannot be completed within the specified time limit.
- Request disbursement of installments or amounts after completion of the works.
- After the completion of the works request verification by the technician deputed by the concerned office to ascertain whether it complies with the quality standards contained in the drawings design and specifications.
- Take over and operate the project handed over by the concerned office after the project has been completed.
- Operate, protect, repair and maintain the completed project works.
- Collect service charges from the persons or families using the project works for the purpose of maintenance and repair.
- Operate the projects works subject to the policy and direction issued by the concerned office.

9.9 Advisory Committee for Resolving Project Problems

Whenever a project or Office or Department encounters with serious technical, financial and social problem with construction and maintenance works, leading to disruption of the operation of the project, submission shall be made to the concerned Secretary. The Secretary shall form an advisory committee comprising the expert employee of related Ministries and give directions as per the recommendation of the committee.

The committee will comprise of related experts considering the nature and gravity of the individual situation. The terms of reference of such committee will be prepared on case-by-case basis. The time for the specific purpose shall be mentioned in the terms of reference. The committee will be terminated after submission of the recommendation to the Secretary.