



## 1. Introduction

Rastriya Banijya Bank Ltd. is one of the pioneers Bank in the country with the history of a half century. The bank is licensed by NRB as an 'A' Class Commercial Bank of the country, has grown up as an indispensable component of the Nepalese economy. The bank with 5000 hands has expanded its wings in the most parts of the country through multiple distribution outlets of 171 branches, 10 counters, 75 branchless Banking(BLB) and 86 ATMs. Among 171 branches only 16 of them are running on its own Building.

RBBL, in spite of its properties in the prime location was enforced to stay in rented building due to different administrative reasons. RBBL has allocated fund from its own source toward the cost for hiring a Consultancy Service of the Commercial/Office/Bank building at the various locations for Detail Architectural and engineering drawings.

The sites are located in the prime commercial location of the city with high commercial value.

In the view of current load of RBB, Assets Management Department, it has been decided to hire renowned consultancy firm to carry out Conceptual design, detail Architectural and engineering (i.e., structural, sanitary and water supply system, electrical and networking) design, drawing, site verification and topographical survey, geo-technical soil investigation, preparation of detail estimate, BOQ and tender documents and construction supervision work of all the engineering works for the commercial/Office/ bank building .

## 2. Scope of Works:

The scope of services for this assignment includes both pre and post contract consulting services for the construction of commercial/office/multipurpose/bank buildings of RBBL at

- (a) Pokhara Sub Metropolis-09, Kaski
- (b) Mahaendranagar Municipality-04, Kanchanpur
- (c) Lahan Municipality-07, Siraha
- (d) Butwal Sub Metropolis-06, Rupandehi
- (e) Siddharthnagar Municipality-05, Rupandehi
- (f) KMC-11, Thapathali, Kathmandu
- (g) KMC-23, Basantapur, Kathmandu
- (h) Kohalpur Municipality-04, Banke

As a result, the consultant will be expected to  
PHASE 1- Study and Design

- Undertake the design of the office Building
- Undertake the preparation of detail estimate, BOQ and tender documents of the office building

PHASE 2 - Construction Supervision

- Supervision and other post contract services
- Provide other post construction services

The Consultant shall, under these Terms of Reference, carry out activities and deliver services and documents as follows:



### 3. Criteria for Short listing

The following criteria will be applicable for evaluating the submitted Expression of Interests for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria: (1) Eligibility Criteria (Pass/Fail); (2) Ranking Criteria (according to PWD).

#### **Eligibility Criteria (Pass/Fail) (Mandatory)**

All Consulting Firm(s) must fulfill the following eligibility criteria to be considered for short listing.

1	Corporate Registration	Yes/No	Pass/Fail
2	VAT Registration Certificate	Yes/No	Pass/Fail
3	Tax Clearance or/ Renewal of Tax Certificate FY 2072/73	Yes/No	Pass/Fail
4	Adherence to Code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail
5	Minimum years of Standing (Lead Partner of JV must have minimum 20 years of standing)	Yes/No	Pass/Fail
6	Membership of SCAEF	Yes/No	Pass/Fail
7	Average Annual Turnover NRS 30 Million (Applicable to lead partner in case of JV)	Yes/No	Pass/Fail
The Firm can form a JV with maximum of two other firms for the qualification enhancements and clearly mention the Lead Firm with financial liabilities.			

### 4. Ranking Criteria

The Consulting Firm(s) submitting the Expression of Interest will be selected on the basis of the information on the following ranking criteria:

SN	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	10
2	Work experience of the firm(s) in Similar Projects	15
3	Experiences of Works in Similar Geographical Region/Area.	5
4	Financial Capacity	10
5	Availability of permanently employed Professional Key Staff with Suitable Qualifications	10
6	Technical Manpower (Human Resources with qualifications and experiences	30
7	Office set up and Logistics	15
8	Self Declaration and Code of Ethics	5
<b>Total</b>		<b>100</b>

The firms shall be short-listed (ranked) according to the above criteria. The Firm/JV must score minimum 70% on each criteria and at least 60% on the overall ranking criteria as mentioned above. Only a maximum number of six top rankings shall be qualified for short listing.

### 5. Information to the Firms

The Consulting Firm(s) are required to complete the following forms in addition to other information regarding their organization. Information submitted need to be supported with necessary proving documents. In case of a JV please complete these forms individually for each partner, putting their forms together in sequence. A firm can have JV with only one another firm.



**1. General Experience of the Firm(s) in Consulting Services in Civil Engineering Works during the last 10 years\***

Feasibility Study, Detailed Survey and Design, Geotechnical Study of Road or Bridge or Water Supply and Sanitation or Building works.

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion

\* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

**2. Work Experience in similar projects during the last 10 years\***

DPR, Master Planning, Detailed Survey and Design, Construction Supervision, Retrofitting Study/ Design and other study of Building Complexes, Bank Buildings, Conservation Related Structures, Historical Monuments, Temples and other structures related to the building related studies of any type of Projects

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion
1			
2			
...			

\* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

**3. Experiences in Geographical Region/Area\***

Experience in different Geographical area or region during the last 5 years.

S. No	Name of the Project	Location of the project	Year of Completion	Contract Amount of Consulting Services

\* Should be supported by work Completion Certificates Provided by the Clients and Project Data Sheets.

**4. Availability of Technical, Administrative and Supporting Staff with Suitable Qualifications**

The Technical, Administrative & Supporting Staffs should be permanent for last 3 years.

Type	Name	Designation	Qualification	Experience in years
<b>Key Technical staff:</b> Urban Planner Architect Structural Engineer Geo Technical Engineer Environmentalist Economist / Financial Analyst Energy Specialist Sociologist Civil Engineer Electrical Engineer Computer Engineer/IT Engineer Water Supply and Sanitary Engineer Procurement Expert Surveyor	(1)....			
	(2)....			
	<b>Supporting staff:</b> CAD Operator Assistant Surveyor Overseer Admin/Accountant Computer operators helpers etc.	(1)....		
(2)....				

Note: This staffs are not necessarily among the key personnel for the particular project. The firm(s) shall submit the CVs of the key personnel to be involved in the project at a later stage if selected in first stage.



## 6. Financial Capacity

Annual Turnover of the Firm(s) for the previous Five Fiscal years.

S.No.	Year	Annual Turnover (NRs.)
1	2072/73	
2	2071/72	
3	2070/71	
4	2069/70	
5	2068/69	

Note: the above information should be supported by the auditor's reports of the corresponding fiscal year.

## 7. Office Equipment and Facilities

List the office equipment, vehicles & facilities available with and owned by the firm(s)

S. No	Equipment/Facility	Quantities	Specifications
1	Office Space		
2	Computer + Printer + Scanner + Photocopy + Plotter Facilities		
3	Vehicle Facilities		
4	Survey Equipment		
5	Own Soil Lab		

The Proposal must fulfill all the requirements mentioned in the notice and the followings.

A successful Firm or JV shall secure minimum 70% of the total marks and minimum qualifying marks for Experience in Similar jobs during the last 10 years shall 50% of that segment.

## 8. Self Declaration and Code of Ethics

### Self Declaration

The Applicant shall submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Regulation, 2064 mentioning that the consulting firm/firms are not ineligible to participate in this procurement process, that the consulting firm/firms does not have any conflict of interest in the proposed assignment, and that the consulting firm/firms has not received any punishment while doing consulting business and litigation history (if any). In case of JV and/or association, each individual consultant shall submit Self Declaration separately or they can submit the Self Declaration jointly by signing each member of JV and/or association mentioning information requested in Self Declaration. The self declaration letter shall be signed by an authorized person of the consulting firm/firms and shall be stamped by the company's seal.

### Commitment of Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the Consultant shall abide by the code of ethics and anti-corruption policy.

