Belbari Municipality
Office of Municipal Executive

Province no. 1
Belbari, Morang

Request for Proposal

For

Waste Management Service of Belbari Municipality as per ToR

December, 2019

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Table of Contents

Section1. Letter of Invitation

Date:- 2076/09/7

Subject: Request for proposal

M/S.....

1. The **Belbari municipality, Belbari Morang** now invites proposals to provide the following consulting services **waste management Service of Belbari municipality as per TOR.**

S.N	Name of Project	Remarks
1	**Waste management Service of Belbari municipality as per TOR**	

More details on the services are provided in the attached Terms of Reference.

2. A consultant will be selected under procedures described in this RFP.
3. A consultant will be selected under procedures described in this RFP.

4. The RFP includes the following documents:
   Section 1 - Letter of Invitation
   Section 2 - Information to Consultants
   Section 3 - Technical Proposal - Standard Forms
   Section 4 - Financial Proposal - Standard Forms
   Section 5 - Terms of Reference
   Section 6 - Standard Forms of Contract.

5. Please inform us, upon receipt:

   (a) that you received the letter of invitation; and

   (b) Whether you will submit a proposal alone or in association.

The deadline for the submission of the proposal is specified in the RFP Part-I, Information to the Consultants.

Yours sincerely,
Pradip Shah
(Administrative Chief)

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Section2. Information to Consultants

1. Introduction

1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.

1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.

1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.

1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.

1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.6 Government policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future_work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.

b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a

बेलवारी नगरपालिका नगर कार्यपालिकाको कार्यालय बेलवारी, मोरङ १ नं. प्रदेश नेपाल

प्रदिप शाह प्रमुख प्रशासकीय अधिकृत

contract with the Government may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the Government's policy to require its implementing agencies, as well as consultants under Government financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Government:

a. defines, for the purposes of this provision, the terms set forth below as follows:

i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;

d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and

e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by Government accordance with the above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of

प्रदिप शाह
प्रमुख प्रशासकीय अधिकारी

inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. RFP shall be sent by mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Consultants are requested to submit a proposal Sub-Clause 1.2 written in the language(s) specified in the Data Sheet.

Technical Proposal

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate.

ii. For budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.

iv. It is desirable that proposed vehicle should be in working condition.

v. The proposal must be prepared on the basis of environment protection and waste management rule and act.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms:

i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.

ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

iii. A description of the methodology for performing the assignment to be provided by client format. (Section 3D).

iv. A description of the work plan for performing the assignment to be provided by client format. (Section 3E).

v. The list of the proposed staff team by specialty, the tasks that

प्रदिप शाह
प्रशासकीय अधिकृत

would be assigned to each staff team member, and their timing (Section 3F).

vi. A detailed description of the suitability of transfer the knowledge. (Section 3G).

vii. Evidence of local firm involvement in proposed work. (Section 3H).

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including reference breakdown of price per activity and bid price is not accepted less than 30% below.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

4.5 The completed Technical and Financial Proposals must be delivered

प्रदिप शाह
प्रशासकीय अधिकृत

at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee.The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals

5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference,

Public Opening and Evaluation of Financial Proposals

5.4 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 Unless there are exceptional reasons, the financial negotiations will

involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods.

6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.

7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

बेलवारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलवारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रशासकीय अधिकृत

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Gon/PG's Public Procurement Act and Regulations.

9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :

a. give or propose improper inducement directly or indirectly,

b. distortion or misrepresentation of facts,

c. engaging or being involved in corrupt or fraudulent practice,

d. interference in participation of other prospective bidders.

e. correction or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,

f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.

g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,

b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,

c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract

d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.

e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,

बेलबारी नगरपालिका नगर कार्यपालिकाको कार्यालय बेलबारी, मोरङ १ नं. प्रदेश नेपाल

f) other acts mentioned in the Data Sheet or SCC

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON/PG and or the concerned donor agency.

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Information to Consultants

DATA SHEET

Clause Reference	
1.1	The name of the Client is: **Belbari Municipality** The method of selection is: ***QCBS***
1.2	The name, objectives, and description of the assignment are: Name: **waste management Service of Belbari municipality as per TOR** **bjectives: waste management Service of Belbari municipality as per TOR** **Description: waste management Service within Belbari municipality** as per ToR.
1.3	A pre-proposal conference will be held: ***No.*** The name(s), address(es), and telephone numbers of the Client's official(s) are: **Pradip Shah** Address: **Belbari Municipality, Belbari Morang** Telephone No. : 9852064111
1.4	The Client will provide the following inputs: Brief description and importance of the project.
1.10	The Clauses on fraud and corruption in the contract are:
2.1	Clarifications may be requested 7 days before the submission date. The address for requesting clarifications is: **Belbari Municipality, Morang** Facsimile: Email: belbarimunmorang@gmail.com
3.1	Proposals should be submitted in the following language(s): ***English /Nepali***
3.2	(i) Short listed consultants/entity may associate with other short listed consultants: **Yes** (ii) The estimated number of professional staff-months required for the assignment is: **As per BoQ.** Available Budget for Fixed budget Assignment: **Yes.** iii) The minimum required experience of proposed professional staff is: ***As indicated in the Terms of Reference***

	(iv) Reports that are part of the assignment must be written in the following language(s): **English/*Nepali***
3.3	(V) Training is a specific component of this assignment: ***NA*** (vi) Additional information in the Technical Proposal includes: • Description of Site (Visited) and any Photographs. • Use of Software. • Suggestions on innovative type of design. (Efficient technology & Cost effective)
4.3	Consultants must submit an **one original** copy of each proposal:
4.4	The proposal submission address: **Belbari Municipality, Morang** Information on the outer envelope should also Include: **To,** **Belbari Municipality, Morang**
4.5	Proposals must be submitted no later than: **30th day from the date of issue of RFP**.
5.1	The address to send information to the Client is: **To,** **Belbari Municipality, Morang**
5.3	The number of points to be given under each of the evaluation criteria are: Points (i) Adequacy of the proposed work plan in details responding to the Terms of Reference **40** (ii) Methodology of the proposed work in responding to the Terms of Reference **30** (iii) Suitability of the transfer of knowledge program (training) **20** (iv) Local Consultancy form involvement in purposed work **10** Total Points: **100 points** The minimum technical score required to pass: **60 Points.**
5.8	The Fixed Budget Ceiling for the assignment is : **450000.00 per month without Vat.**
5.10	The formula for determining the financial scores is the following: *Sf = 100 x Fm/F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.* The weights given to the technical and Financial Proposals are:

प्रदिप शाह
प्रशासकीय अधिकृत

	T (Technical Proposal) = **0.8** and P (Financial Proposal) = **0.2**
6.1	The address for negotiations is: **Client's Office.**
7.1	The assignment is expected to Commence on within a week of Contract signing at location provided.
	Joint Venture Copies of the Joint Venture (JV) agreement shall be attached with the Technical and Financial Proposal. If a JV is awarded a job, the JV must be registered in the VAT office. A copy of the VAT registration certificate shall be submitted before contract agreement.
	Conditions of Rejection / Non-consideration of the Proposals: (i) If the proposal is found to be non responsive and has not fulfilled all the requirements mentioned in the Technical Proposal documents. (ii) If on physical verification, any statement provided is found to be false and if that statement affects the evaluation, then either the whole proposal may be rejected or the proposal will not get any score for the part concerned to that statement. If any statement in the Technical Proposal provides information or indication about the financial proposal. (iii) If the proposal submitted without sealed (Laaha chap) or open envelope.
	Submission of the Proposals Both the Technical Proposal and Financial Proposal must be sealed in separate envelopes marked clearly in BLOCK letters as follows: TECHNICAL / FINANCIAL PROPOSAL (as appropriate) for Waste Management Service of Belbari Municipality. **NOTICE NO. .....** **CONTRACT NO. .....** Both the envelopes then should be placed into a single envelope, which shall be sealed again and marked clearly as follows: **TECHNICAL & FINANCIAL PROPOSAL** for Waste Management Service of Belbari Municipality. **NOTICE NO. .....** **CONTRACT NO. .....** The single sealed envelope then should be addressed and submitted to: **Belbari Municipality, Morang** **The envelope must clearly bear the name and address of the firm or JV.**

बेलबारी नगरपालिका नगर कार्यपालिकाको कार्यालय बेलबारी, मोरङ १ नं. प्रदेश नेपाल

प्रदिप शाह प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

3A. Technical Proposal submission form.

3B. Consultant's references.

3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

3D. Description of the methodology for performing the assignment.

3E. Description of the work plan in details for performing the assignment.

3F. Team composition and task assignments.

3G. Describe the suitability of the transfer of knowledge program (Training).

3H. Local Consulting firm involvement in purposed work.

बेलवारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलवारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3A. TECHNICAL PROPOSAL SUBMISSION FORM (SAMPLE)

Date:-

To: Belbari Municipality, Morang

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **waste management Service of Belbari municipality as per TOR** in accordance with your Request for Proposal dated -------- ---------- and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services, and facilities to be provided by the Client:

1.

2.

3.

4.

5.

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3D. DESCRIBE THE METHODOLOGY IN DETAILS FOR PERFORMING THE ASSIGNMENT.

S.N	MAJOR TOPICS	DISCRIPTION
1	COLLECTION	
2	SEGREGATION	
3	STORAGE IN BIN OR PLACE	
4	TRANSPORTATION	
5	PROCESSING	
6	DISPOSAL	
7	LANDFILL SITE	
8	HEALTHY ENVIRONMENT	

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3E. DESCRIPTION OF THE WORK PLAN IN DETAILS FOR PERFORMING THE ASSIGNMENT

Ward No.	Collection Schedule	Collection area/zone	Approximate quantity of waste	Collection Time (A.M/P.M.)	Remarks
1	Daily				
	Weekly				
2	Daily				
	Weekly				
3	Daily				
	Weekly				
4	Daily				
	Weekly				
5	Daily				
	Weekly				
6	Daily				
	Weekly				
7	Daily				
	Weekly				
8	Daily				
	Weekly				

प्रदिप शाह
प्रशासकीय अधिकृत

9	Daily				
	Weekly				
10	Daily				
	Weekly				
11	Daily				
	Weekly				

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल

3F. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3G. DESCRIBE THE SUITABILITY OF THE TRANSFER OF KNOWLEDGE PROGRAM (TRAINING).

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

3H. LOCAL CONSULTING FIRM INVOLVEMENT IN PURPOSED WORK.

The Consulting firm having their main office situated at Belbari Municipality as illustrated in its letter of management (Prabandha patra) and Registered its business Registration in Belbari Municipality office is considered as local firm.

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Section 4. Financial Proposal - Standard Forms

4A. Financial Proposal submission form.

4B. BOQ.

4C. Breakdown of price per activity.

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [*Amount(s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

4B. BOQ

Belbari Municipality
Office of Minicipal

Province no. 1
Belbari, Morang

BOQ

S.N	Description of Work	Unit	Quantity	Per Month Rate Rs.		Remarks
				In figure	in Words	
1	**waste management Service of Belbari municipality as per TOR**	Job	1			
	Total					
	Vat @ 13%					
	Grand Total					

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

4C. Reference Breakdown of Price per Activity.

S.N.	Particulars	Quantity	Rate Per Month (In Figure) Rs.	In Words	Remarks
Staffs/ Manpower					
1	Manager				
2	Environmental Specialist				
3	Supervisor				
4	Driver				
5	Accountant				
6	Regular Helpers				
7	Temporary Helpers				
	Total				
Office Management					
1	Office Operational Expenses				
2	Transportation Expenses				
3	Miscellaneous				
	Total				
	Grand Total				

बेलवारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलवारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Section 5. Standard Form of Contract

The Standard Form of Contract is included at the end of this volume of the RFP documents.

बेलवारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलवारी, मोरङ
१ नं. प्रदेश नेपाल

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

Section 6. Terms of Reference

The Terms of Reference is included at the end of this volume of the RFP documents.

फोहोरमैला व्यवस्थापन सम्बन्धी TOR

१ नगर क्षेत्र भित्रको उत्पादन हुने अनुमानित फोहरमैला व्यवस्थापनकर्ताले व्यवस्थापन गर्नुपर्ने छ ।

२ फोहरमैला किसिम र प्रकार तपशील बमोजिम हुनेछ ।

क्र.सं	फोहरको किसिम				कैफियत
	जैविक फोहर	अजैविक फोहरहरु			
	जैविक कुहिने	पुनः चक्रन योग्य	पुनः चक्रन अयोग्य	हानिकारक	
१	घांसपात	कागज/कार्टुन	पानीका बोतल	ब्याट्री	
२	फलफूलका बोक्रा	प्लाष्टिक	फिल्म रोल	मोबिल	
३	उब्रेको खाना	सिसा	प्याकिङ्ग सामानहरु	हस्पिटलका फोहरहरु	
४	सागसब्जी	धातु	औषधिका खोलहरु		

३.वडागतरुपमा तल उल्लेखीत फोहोर संकलनका क्षेत्रहरुबाट फोहरमैला व्यवस्थापनकर्ताले व्यवस्थापन गर्नुपर्ने छ

वडा नं	फोहोर संकलनका क्षेत्रहरू	संकलन हुने अनुमानित फोहोर	कैफियत संकलन हुने मात्रा
१	हाटखोला बजार, रत्नमार्ग र भानुमार्ग	२५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	कृषी बजार		
	शिसौली मार्ग नगरपालिका कार्यालय सम्म		
	बिन्दवासिनी टोल		
	दुर्गा मन्दिर टोल		
	हाईवे १ नं वडा तर्फको भाग लोहन्द्रा खोला देखि सिमसार क्षेत्र		
२	लालभित्ति चौक , शुक्रबारे , हाटखोला	५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	सद्भाव चौक		
	नमस्ते चौक		
	शुक्रपथ देखि रमिते पर्यटकिय क्षेत्र सम्म		

प्रदिप शाह
प्रशासकीय अधिकृत

	लक्ष्मि चौक		
	सिहदेवी चौक		
	थापा चौक		
	भुपु सैनीक चौक		
	शान्ति चौक		
३नं.	नगरपालिका अफिस क्षेत्र	२५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	कृर्षि मार्ग चौक देखी १ कि.मि दक्षिण		
	मालपोत चौकबाट १.५ किमि दक्षिण		
	नेत्रहिन मार्ग नापी दक्षिण ५०० मि		
	बिजुली अफिस क्षेत्र ५०० मि		
	भगवती स्कुल दक्षिण ७०० मि र मवेसि हाट		
	सिम्पाने चौक		
	हाईवे ३ नं वडा तर्फको भाग लोहन्द्रा खोला देखि सिमसार क्षेत्र		
४	बेतना सिमसार देखि पुर्व पश्चिम १ किमि	५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	वडा कार्यालय अगाडि बुधवारे बजार		
	सखुवा टोली		
	पृथ्वी मार्ग शिव मन्दिर देखि सखुवाको रूख सम्म		
५	तेलकुडि चौक	४ कुईन्टल	हप्तामा १ पटक संकलन हुने मात्रा
	सनीहाट बुधहाट कसेनी र धनवाल गढी		"
	बिहिवारे हटिया रामपुर चौक		"
६	सोमवारे बजार	२ कुईन्टल	सोमवार संकलन हुने मात्रा
	बनौल चौक		
७	बाहुनी बजार	५ कुईन्टल	बुधवार सनिवार हटियासंकलन हुने मात्रा
	वडा कार्यालय आसपास		
	कदमचौक (७ ओटा पसल)		
८	बुधवारे चौक गौथली चौक	१ कुईन्टल	
९	डागीहाट शुक्रवारे बजार	६ कुईन्टल	शुक्रवार मगंलवार हटिया संकलन हुने मात्रा
	नलवारी चौक (२५ ओटा पसल)		बुधवार शनिवार हटिया संकलन हुने मात्रा
१०	बिहिवारे बजार	३ कुईन्टल	बिहिवार हटिया संकलन हुने मात्रा
	भाउन्ने चौक		बुधवार हटिया संकलन हुने मात्रा
	नारायण चौक		आईतवार हटिया संकलन हुने मात्रा
११	मगंलवारे बजार	१० कुईन्टल	मगंलवार हटिया

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

			संकलन हुने मात्रा
	बजार क्षेत्र २ स्थान		
	शनिवारे हजार		शनिवार बिहिवार हटिया संकलन हुने मात्रा
	सुम्निमा चौक		
	भाङ्वारी , ज्ञानोदय चौक , आर्दश चौक र जुराह बिच		
	जम्मा	९० कुईन्टल	९ टन संकलन हुने मात्रा

४ व्यबस्थापनकर्ताले .तल उल्लेखीत फोहरमैला श्रोतहरुबाट उत्पादित फोहरमैला संकलन गरी नगरपालिकाले तोकेको निर्दिष्ट स्थानमा व्यबस्थापन प्रदान गर्नुपर्ने छ ।

क.घरायसी

क.सं.	विषय/विवरण	अनुमानित घर संख्या	सेवा प्रदान गरिने समय र दिन
१	घरायसि शुल्क		
क	साधारण घरहरु (टाँडे)	३८०५	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
ख	पक्कि घर १ तल्ले सम्मका	१३९४	,,
ग	पक्कि घर २ तल्ले सम्मका	६१६	,,
घ	पक्कि घर ३ तल्ले सम्मका	२५२	,,
ङ	३ तल्ले भन्दा माथि	१०४	,,

ख. कार्यालय बैंक तथा वित्तिय संस्थाहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन
१	सरकारी कार्यालयहरु	३१	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
क	बैक तथा वित्तिय संस्थाहरु	२०	,,
ख	सहकारी	३८	,,
ग	मनि ट्रान्सफर/ मनि एक्सचेन्ज अफिस	१४	,,
घ	INGO/		,,
ङ	NGO/ म्यानपावर		,,

प्रदिप शाह
प्रशासकीय अधिकृत

			संकलन हुने मात्रा
	बजार क्षेत्र २ स्थान		
	शनिवारे हजार		शनिवार बिहिवार हटिया संकलन हुने मात्रा
	सुम्निमा चौक		
	भाङ्वारी , ज्ञानोदय चौक , आर्दश चौक र जुराह बिच		
	जम्मा	९० कुईन्टल	९ टन संकलन हुने मात्रा

४ व्यबस्थापनकर्ताले .तल उल्लेखीत फोहरमैला श्रोतहरुबाट उत्पादित फोहरमैला संकलन गरी नगरपालिकाले तोकेको निर्दिष्ट स्थानमा व्यबस्थापन प्रदान गर्नुपर्ने छ ।

क.घरायसी

क.स.	विषय/विवरण	अनुमानित घर संख्या	सेवा प्रदान गरिने समय र दिन
१	घरायसि शुल्क		
क	साधारण घरहरु (टाँडे)	३८०५	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
ख	पक्कि घर १ तल्ले सम्मका	१३९४	"
ग	पक्कि घर २ तल्ले सम्मका	६१६	"
घ	पक्कि घर ३ तल्ले सम्मका	२५२	"
ङ	३ तल्ले भन्दा माथि	१०४	"

ख. कार्यालय बैंक तथा वित्तिय संस्थाहरु :

क.सं	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन
१	सरकारी कार्यालयहरु	३१	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
क	बैक तथा वित्तिय संस्थाहरु	२०	"
ख	सहकारी	३८	"
ग	मनि ट्रान्सफर/ मनि एक्सचेन्ज अफिस	१४	"
घ	INGO/		"
ङ	NGO/ म्यानपावर		"

प्रदिप शाह
प्रशासकीय अधिकृत

घ. शैक्षिक संस्थाहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन
१	शैक्षिक संस्थाहरु :		
क	मन्टेश्वरी स्कुल	८	वडा नं १,२,३ ,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
ख	प्राईमरी स्कुल	११	"
ग	सेकेन्डरी स्कुल	१२	"
घ	स्कुल बोर्डस सहित	५	"
ङ	कलेज/उच्च मावि	३	"
च	ट्रेनिङ्ग ईन्स्टिच्युटहरु	९	"
छ	स्कुल/कलेज क्यान्टिन	४	"
ज	होस्टलहरु	०	"
झ	सबै खाले सरकारी विद्यालय	३१	हप्ताको १ पटक

ङ. होटल तथा लजहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	होटल तथा लजहरु :		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	साधारण होटलहरु(चिया,नस्ता)	३२६	"	खाना सहितको लागी थप ५०
ख	मदिरा पसल (भट्टि पसल)	८१	"	
ग	रेष्टुरेन्टहरु/भोजनालय	४	"	
घ	डिस्को/डान्सबार/पब	०	"	
ङ	साधारण लज	१	"	
च	होटल सहितका लज	६	"	
छ	एक तारा सम्मका होटल	०	"	थप प्रति तरा ५००
ज	फाष्ट फुड/ठेला पसल	२६	"	

घ. पसलहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	पसलहरु		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	साधारण पसल	५२०	"	साना किराना, खुद्रा सामान आदि बिक्रि गर्ने
ख	खाद्य पसल/होलसेल पसल	४८	"	
ग	औषधि पसल	३८	"	क्लिनिक सहितको औषधि पसल भए थप ५०

घ	फलफुल पसल	५१	,,	ठेला पसल भए थप रु ५०
ङ	तरकारी पसल	७५	,,	ठेला पसल भए थप रु ५०
च	अन्य होलसेल पसल	१९	,,	
छ	गिफ्ट पसल	४७	,,	
ज	पान पसल	१९	,,	
झ	भेटेरीनरी/एग्रोभेट	२०	,,	
ञ	क्स्मेटिक	६८	,,	
ट	फेन्सि स्टोर	६४	,,	
ठ	ग्याँस डिलर	३५	,,	
ड	पुस्तक पसल	२२	,,	
ढ	सपिङ्ग कम्प्लेक्स (ठुलो / डिपार्टमेन्टल स्टोर	१	,,	किचन भए थप ५००
ण	हार्डवेयर पसल		,,	
त	कम्युनिकेसन		,,	
थ	सुनचाँदी गहना पसल		,,	
द	भाँडा पसल		,,	
ध	बस टिकट काउन्टर		,,	
न	मिठाई पसल		,,	
प	बेतना सिमसार	१	,,	
फ	मासु पसल			

ङ. स्वास्थ्य संस्थाहरु

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	स्वस्थ्य संस्थाहरु		वडा नं १,२,३, १० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	क्लिनिक			
	साना	२०	,,	
	मझौला	६	,,	
	ठूला	०	,,	आवश्यकता हेरी दिनको २ पटक पनि जान सकिने
घ	डेन्टल क्लिनिक	४	,,	
ङ	चस्मा पसल	४	,,	

च. उद्योग तथा कलकारखाना

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	उद्योग तथा कलकारखाना		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	फर्निचर/श मिल	४२	,,	

प्रदिप शाह
प्रमुख प्रशासकीय अधिकृत

ख	गृल/आल्मुनियम उद्योग	२५	,,	
ग	प्रिन्टिङ्ग प्रेस/प्रकाशन गृह	८	,,	
घ	राईस मिल	१६	,,	
ङ	अन्य खाद्यन्न मिल	२२	,,	
च	अन्य उद्योगहरु	१५	,,	अद्योगको रतर अनुसार तय हुने

छ. सेवा र मनोरञ्जन

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	सेवा र मनोरञ्जन		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	कलरल्याब	१	,,	
ख	सैलुन/ब्युटि पार्लर	५८	,,	
ग	सिनेमाहल	२	,,	
घ	पेन्टर पसल	९	,,	
ङ	फोटो स्टुडियो	१९	,,	
च	फोटोकपि/संचार सेवाहरु	२७	,,	
छ	टेलरिङ्ग/फेसनहाउस	३८	,,	
ज	वर्कशपहरु		,,	
	रिक्सा साईकल		,,	
	मोटरसाईकल	४९	,,	
	कार तथ ठुला भेहिकलहरु	५	,,	
	ईलेक्ट्रिक/ईलेक्ट्रोनिक्स	३२	,,	
झ	पार्टी प्यालेस			

च. अन्य

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	अन्य		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	शिसा पसल	१०	,,	स्तर अनुसार तय हुने
ख	नर्सरीहरु	६	,,	
ग	कृषि संस्थाहरु	४	,,	
घ	दुग्ध उत्पादन संस्था/डेरि उद्योग	१४	,,	
ङ	कुखुरा पालन केन्द्र	३९	,,	
च	बंगुर पालन केन्द्र	१४	,,	
छ	पेट्रोल पम्प			
ज	विवाह, ब्रतबन्ध, भोज,यज्ञ,महायज्ञ		,,	

५. व्यवस्थापनकर्ताले फोहरमैला व्यबस्थापन कार्य गरेकोमा ब्यबस्थापनकर्तालाई नगरपालिकाले सम्झौता बमोजिमको रकम भुक्तानी गर्ने छ । व्यबस्थापन गर्न लाग्ने सम्पूर्ण खर्च व्यवस्थापनकर्ताले व्यहोर्नु पर्नेछ ।

दिप शाह
कार्यकार्य अधिकृत