

Gandaki Provincial Government
Ministry of Physical Infrastructure Development and Transport Management
Infrastructure Development Directorate
Infrastructure Development Office
Gorkha

EXPRESSION OF INTEREST
(EOI)

PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE
(NATIONAL)

Project Name: Procurement of hiring of Individual Consultants

EOI: IDO/GORKHA/EOI/RE/01/081-82

Office Name: Infrastructure Development Office, Gorkha

Office Address: Gandaki Province, Gorkha

Issued on : 10 April, 2025

Financing Source: Gandaki Provincial Government



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REQUEST FOR EXPRESSION OF INTEREST (EOI)

EOI: IDO/GORKHA/EOI/01/081/082

Date of Publication: 10 April, 2025

1. Infrastructure Development office, Gorkha has allocated fund to be used for consulting services for Planning, Design, implementation, supervision, quality control from hired eligible Individual Consultant (National) for following district as mentioned below.

S.N.	Post	District	Nos	Qualification and Work Experiences
1.	Road Engineer	Gorkha	1 (One)	Bachelor's degree in Civil Engineering with minimum general experience of (One) 7 years and specific experience of 5 years of planning, design, construction, supervision and quality control of road projects including at least one 10 km and total 15 km bituminous pavement road project.

2. Interested eligible consultants may obtain further necessary information and EOI document free of cost at the address Infrastructure Development office, Gorkha during office hours on or before 25 April 2025 or can be downloaded from [http:// http://idogorkha.gandaki.gov.np/](http://http://idogorkha.gandaki.gov.np/) and contact number: 9856010221.

Infrastructure Development Office, Gorkha



1.0 INTRODUCTION

After the constitution of Nepal was promulgated and Gandaki Province was established, various ministries and thematic offices were established in the province using the rights given by Article 57 and Schedule 6 of the Constitution of Nepal. According to the decision of the Chief Minister and Council of Ministers, Gandaki Province Pokhara dated 2077/02/08, the Ministry of Physical Infrastructure Development, Gandaki Province Organization and Management Survey, this infrastructure development office established in the district, Gorkha has been duly operational since 2077/05/01. This office, which has 11 local levels within the district of Gorkha, works especially in the district regarding Roads, Motorable Bridges, Trail Bridges, Building Construction and maintenance and public housing programs, transport branch work (bill book, route permit, inspection pass renewal). Infrastructure Development Office, Gorkha is located in Gorkha Municipality-8, Ale village. IDO Gorkha is implementing road projects from established year. A road specialist has necessary for quality of works to complete within given time and cost.

Gandaki Province government, Minister of physical infrastructure development and Transport Management, Infrastructure Development Directorate, Infrastructure Development office, Gorkha has allocated fund to be used for consulting services for Planning, implementation, supervision, and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction, supervision, quality control, environment assessment and supervision of various roads and support the Infrastructure Development Offices of Gorkha.

2. OBJECTIVE OF CONSULTING SERVICES

A. General: to support IDO in implementation of road projects in Supervision during construction, quality control as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in road construction in designing, surveying, construction, supervision, monitoring, reporting of site activities and progress.

B. Specific:

Part A: Project planning, design and cost estimation

- To review of detailed project report (DPR) consisting of detailed designs, drawings and cost estimates for upgrading/rehabilitation of the roads and advice some correction with reference to the Nepal Road Standard, Nepal Bridge Standard, Provincial Road Standard, Nepal Rural Road Standard, Norms and Specifications.
- To support IDO Gorkha in social as well as environmental safeguard and resettlement works during review of the DPR of the projects.
- To provide other technical and managerial support so as to enhance IDO capability to plan, implement and maintain the roads efficiently & successfully.

Part B: Supervision of works

- i) To ensure quality of the works implemented under the project with adequate field supervision.



- ii) To visit the field frequently and review progress, quality control and advice for correction, monitor works, contract management and recommend for corrective measures if necessary
- iii) To check and take measures for improving the quality of the work plan and quality assurance plan of contractors
- iv) To ensure timely completion of the works implemented under the project.
- v) To verify and certify the works done through the contractors
- vi) To identify areas of problems of IDO in proper record keeping, taking timely contract based actions including application of liquidated damages or termination of contract based on case by case basis, and orients them in proper implementation of the provisions of the contract agreement

Part C: Post Construction

- i) To assist in the preparation of "As-Build Drawings; and
- ii) To prepare completion reports of the sub projects

3. SCOPE OF THE CONSULTANT

The consultant will be responsible particularly in Road sector in organizing, planning including review of DPRs, construction, supervision, monitoring, reporting and environmental safeguard activities with coordination with IDO. The detail scopes of the works are explained in Terms of Reference (TOR) of respective post of the consultants in ANNEX.

4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED

❖ Qualification and General Experience

- Bachelor's degree in Civil Engineering with minimum general experience of 7 years with good performance in civil engineering projects.
- Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

❖ Specific Experience

- At least 5 years of planning, design, construction, supervision and quality control of road projects including at least one 10 Km and total 15 km bituminous pavement road project.

5.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

- A financial proposal will be taken from the shortlisted candidate to compare the estimated rate, candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement.
- The consultant shall be paid by IDO Gorkha, every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by IDO Chief or his/her authorized representative.
- Dedicated working space shall be provided to the Road Engineer in Gorkha, IDO Office.



6. CONSULTANT REPORTING OBLIGATION

The consultant shall prepare and submit monthly work-plan, monthly progress report, quality assurance plan, Test reports, field report after visit of field, data etc. as explained in TOR of his/her duties and responsibilities.

7. DURATION OF CONSULTANT'S SERVICE

The services shall start tentatively from 1st May 2025 to 16th July 2025 and may be extended as required by the clients. The contract will terminate for any of the following reasons:

- (i) If the Office does not need the consultant's service due to the project's internal management.
- (ii) Unsatisfactory performance of the consultants as evaluated by the IDO.
- (iii) If the Directorate of Infrastructure Development selects a road engineer and sends him for appointment.
- (iv) If the IDO does not allocate a budget for the salary of the road engineer or if the IDO does not allocate a contingency for the salary of the road engineer.

8. DUTY STATION

The duty station for Road Engineer shall be the Infrastructure Development Office, Gorkha

9. SELECTION OF THE CONSULTANT

The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment. The consultant's EOI will be evaluated on the basis of selection criteria as 20 marks allocated in academic qualification 60 marks allocated in general and specific experiences and 20 marks allocated in Interview. The consultant should score a minimum of 48 marks on the overall ranking criteria to pass in EOI evaluation as mentioned above to qualify for short listing. Then the selection of the consultants will be taken from the merit list after evaluation of EOI & Interview then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement to be done with IDO Gorkha.

10. TAXATION

The consultant shall be fully responsible for paying all the taxes in the income as per regulations of government of Nepal. After signing the contract, the consultant may wish to register for Value Added Tax (VAT), if not registered a 15% tax deduction will be made. The consultant will be responsible for the costs of the premium of any insurance plans/he takes up.

11. AGREEMENT

The Consultant shall be required to enter into an agreement with the IDO Gorkha.





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TERMS OF REFERENCE

Road Engineer

1.0 INTRODUCTION

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was After the constitution of Nepal was promulgated and Gandaki Province was established, various ministries and thematic offices were established in the province using the rights given by Article 57 and Schedule 6 of the Constitution of Nepal. According to the decision of the Chief Minister and Council of Ministers, Gandaki Province Pokhara dated 2077/02/08, the Ministry of Physical Infrastructure Development, Gandaki Province Organization and Management Survey, this infrastructure development office established in the district, Gorkha has been duly operational since 2077/05/01. This office, which has 11 local levels within the district of Gorkha, works especially in the district regarding Roads, Motorable Bridges, Trail Bridges, Building Construction and maintenance and public housing programs, transport branch work (bill book, route permit, inspection pass renewal). Infrastructure Development Office, Gorkha is located in Gorkha Municipality-8, Ale village. IDO Gorkha is implementing road projects from established year. A road specialist has necessary for quality of works to complete within given time and cost.

Gandaki Province government , Minister of physical infrastructure development and Transport Management, Infrastructure Development Directorate, Infrastructure Development office, Gorkha has allocated fund to be used for consulting services for Planning , implementation, supervision, and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification ,construction, supervision, quality control, environment assessment and supervision of various roads and support the Infrastructure Development Offices of Gorkha.

The Road Engineer has to work as a site engineer. The consultant should have Bachelor's degree in Civil Engineering. The engineer should have minimum general experience of 7 years and specific experience of 5 years of planning, design, construction, supervision and quality control of road projects including at least one 10 km and total 15 km bituminous pavement work. She/he should have excellent computer skills and fluency in written and spoken English and Nepali, strong interpersonal skills and ability to working multidisciplinary team; and ability to work independently. Its mandatory that the proposed Civil Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2055.



2. Objectives/Purpose of the Assignment

The IDO requires the services of a qualified and experienced engineer (herein with referred to as "Road Engineer") to support office in implementation of road projects in Supervision during construction, quality control as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in road construction in designing, surveying, construction, supervision, monitoring, reporting of site activities and progress. S/he will assist the other team members in overall implementation of the project in district level. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the IDO Gorkha.

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- i) To support IDO chief and other technical staff for overall project management activities for successfully achieving the project targets.
- ii) To provide other technical and managerial support so as to enhance IDO capability to plan, implement and maintain the construction of roads.
- iii) To review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and advice some correction with reference to the Nepal Road Standard , Nepal Bridge Standard , Provincial Road Standard , Nepal Rural Road Standard, Norms and Specifications.
- iv) Support IDO to review bid documents, bid evaluation and capacity assessment of IDO in proper contract administration all procurement works related to road projects.
- v) To support IDO in social as well as environmental safeguard and resettlement during review of the DPR of the projects.
- vi) To provide other technical and managerial support so as to enhance IDO capability to plan, implement and maintain the roads efficiently & successfully

Part B: Supervision of works

- vii) To ensure quality of the works implemented under the project with adequate field supervision.
- viii) To visit the field frequently and review progress, quality control and advice for correction, monitor works , contract management and recommend for corrective measures if necessary
- ix) To identify areas of problems and challenges during implementation of projects and also check if the contractors are complying with the instruction and communications of IDO. If not identify the reasons and recommend corrective measures.

- x) To check and take measures for improving the quality of the work plan and quality assurance plan of contractors
- xi) To ensure timely completion of the work implemented under the project.
- xii) To assist the IDO in contract management as per the contract agreement.
- xiii) To verify and certify the work done through the contractors
- xiv) To identify areas of problems of IDOs in proper record keeping, taking timely contract-based actions including application of liquidated damages or termination of contract based on case-by-case basis, and orients them in proper implementation of the provisions of the contract agreement
- xv) To work collaboratively with engineers, environmentalists, sociologists, planners and policy makers in the multi-disciplinary teams.
- xvi) To facilitate the other works as required by the IDO in connection with the project works.

Part C: Post Construction

- iii) To assist in the preparation of "As-Build Drawings; and
- iv) To prepare completion reports of the sub projects

3. Scope of Consulting Services

The consultant will prepare and provide technical inputs particularly in Road Construction in organizing, planning including survey, design, construction, supervision, monitoring, and reporting of site activities and progress. S/he will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The Road engineer together will work under guidance of the IDO chief. He/she will assist the IDO in the review and approval of design modifications which may be required during the construction phase. The Consultant's duties shall include but not necessarily be limited to:

Duties and Responsibilities

- ❖ Study of Nepal Road Standards, Provincial Road Standards, Nepal Rural Standards, norms and Specification.
- ❖ Assist the IDO in all technical matters and procurement processing for the project.
- ❖ Assist the IDO to conduct baseline surveys on socioeconomic and transport related indicators.
- ❖ Assist in preparation of Procurement Plan (PP)
- ❖ Facilitation, guidance and close coordination with IDO team in preparation of the engineering designs, estimates, bidding documents for the Road Construction Works.
- ❖ Evaluate/ review design reports submitted by the consultants regarding all related with roads.
- ❖ Close monitoring and follow-up of the progress of the construction contracts under execution of IDO.

- ❖ Assist the IDO for Bid invitation, bid evaluation and awarding the contracts for the proposed contracts, if needed.
- ❖ Ensure that all the work is carried out in accordance with the designs, drawings and specification.
- ❖ Assist in preparing Quality Assurance Plan (QAP) of the work activities.
- ❖ Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- ❖ Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- ❖ Check the bill of the works submitted by the contractors and recommends them for payments by the IDO with the certification that quality of works executed by the contractor are satisfactory
- ❖ Certify the completion of the work.
- ❖ Preparing the variation orders and assist the IDO in negotiating with the contractor for the implementation of such changes. If such changes involve additional costs, prepare necessary documents for approval by the IDO.
- ❖ Maintain all the records and reports according to the IDO requirements.
- ❖ Assist IDO to prepare M & E reports as per the prescribed formats.
- ❖ Attend and participate in project meetings and provide inputs on technical/engineering matters at the time of preparing an annual plan, trimester and annual progress report. Prepare appropriate mechanism to monitor project progress reports after field verification. Provide feedback and maintain regular communication with related field and IDO staff.
- ❖ Assist in preparing completion reports of all projects.
- ❖ Assist in the preparation of "As-Built" drawings
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by IDO in connection with the project works.
- ❖ Others as and when required by IDO in connection with the project work

4. Qualification and experience of the Consultant

The consultant should have Bachelor's degree in Civil Engineering. The engineer should have minimum general experience of 7 years and specific experience of 5 years of planning, design, construction, supervision and quality control of road projects including at least one 10 km and total 15 km bituminous pavement work. She/he should have excellent computer skills and fluency in written and spoken English and Nepali, strong interpersonal skills and ability to working multidisciplinary team; and ability to work independently. Its mandatory that the proposed Civil Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2055.



5. Duration of the Services

The services shall start tentatively from **1st May 2025 to 16th July 2025** and may be extended as required by the clients. The contract will terminate for any of the following reasons:

- (i) if the Office does not need the consultant's service due to the project's internal management.
 - (ii) Unsatisfactory performance of the consultants as evaluated by the IDO.
 - (iii) If the Directorate of Infrastructure Development selects a road engineer and sends him for appointment.
 - (iv) If the IDO does not allocate a budget for the salary of the road engineer or if the IDO does not allocate a contingency for the salary of the road engineer.
- In case of the termination of the contract on part of the office (client) ; the latter will inform in writing one (1) month before to the consultant
 - If the Consultant wishes to leave the project; he/she shall mandatorily inform in writing two (2) months before to the IDO.

Duty Station

The consultant shall perform works for;

- a) Infrastructure Development Office (IDO), Gorkha and frequent visit of road site execution by IDO as per requirement with prior approval of **IDO Chief**.

6. Name and Location of the Roads

The consultant shall perform works for;

- a) Province Government Supported Roads

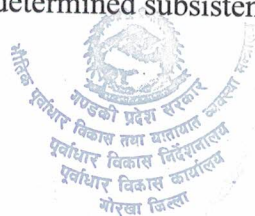
7. Consultant's Reporting Obligations.

The Consultant shall deliver the following reports every month to the IDO and in the agreed standard format:

- Project's DPR review report
- Procurement Management report
- Construction supervision report
- Material Testing Report
- Other reports as asked by IDO in connection with the project work.

8. Remuneration

- a. The consultant shall be paid a lump sum amount of remuneration per month, which should include all his/her overheads, social charges and other associated costs including local transportation within district of IDO and insurance premium costs.
- b. In case of travel requirement outside district of IDO and within Nepal for project related assignments, consultant shall be paid travel expenses on public transportation cost basis and suitably determined subsistence allowance to cover all other costs including accommodation.



9. Logistic Support

The Consultant shall be provided the remuneration and other logistic support as below:

- ❖ The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- ❖ In case of failure of negotiation ; the consultants in waiting list in order of merit will be called on for negotiation
- ❖ The price escalation is not applicable to this consulting service.
- ❖ The Consultant shall be paid by IDO Gorkha every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by the respective IDO chief or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of the IDO. The IDO may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The IDO shall avail the stationery, electricity and internet facility to the consultant during working hour.
- ❖ Existing project Report & IEE Reports
- ❖ The Consultant shall have his/her own laptop for work.
- ❖ If needed, the Consultant shall be stationed at the work site(s).
- ❖ The IDO shall avail the transportation facility at least with a motorcycle for travel to the field.

10. Reporting obligation

- ❖ Field report after each field visit, enlisting activities undertaken at the field level.
- ❖ Monthly overall progress report.
- ❖ Construction supervision report
- ❖ Other reports as asked by and IDO in connection with the project work.
- ❖ Final report at the end of the assignment.

11. Payment

The consultant will be entitled to receive payment on monthly basis upon submission of time sheet and monthly progress report. Time sheet shall be approved by **IDO Chief**.

12. Taxation

The consultant is fully responsible for all taxes imposed by the government. The consultant shall be registered in VAT after the agreement. The consultant shall be responsible for the cost of the premium of the insurance plan he takes up.

13. Time Schedule

The consultant shall work in accordance with IDO, directed time schedule as per Agreement



14. Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his /her works and s/he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

15. Disposition of Facilities

At the end of the project, the Consultant shall hand over to the IDO office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the IDO office shall be in good operating condition, but fair wear and tear is expected. Items which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.

16.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the Infrastructure Development office, Gorkha on time based contract.



Curriculum Vitae

Applied for the post of: Road Engineer.

A. Personal Background

1. Name			
2. Date of birth			
3. Nationality:			
4. Home Address: -			
5. Correspondence Address			
6. Contact No:	Home:	Cell No:	Office:
7. Email:			

B. Academic Qualification (Latest on the top)

University	Degree	Year	Division

C. Training

Institution	Training on	Duration

D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				

Note:

1. Excellent	2. Good	3. Fair	4. Poor
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E. Work experience, including consultancy Service (If more than one, fill accordingly creating tables)

Employer Name:			
Funding Agency:			
Job Title/ Designation:			
Supervisor's Name:		Contact No:	Email:
Duration	From:	To:	
Key Responsibilities (in bullet Point)			



Achievement:

•

F. Computer Skill

Skill	Excellent	Good	Fair	Remarks
Word				
Spread Sheet (Excel)				
Power Point				
SPSS				
GIS				
Auto CAD				
Road Design Software				

G. Referees (3 Referees with contact no: & email ID)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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