



नेपाली राजदूतावास
EMBASSY OF NEPAL
Barakhamba Road, New Delhi-110001
Tel. : 23327361/23329218 Fax : 23326857

NOTICE FOR CONSULTATION SERVICE

(Date: 22 January 2019)

The Embassy of Nepal in New Delhi has planned to construct residential building for six of its diplomatic officers inside the Embassy premises and to carry out some other construction as well as maintenance works. The Embassy wishes to procure consultation service from the concerned person, firm, institution or company for preparation of design, cost estimates, preparation of bid documents, daily supervision, monitoring and reporting of development process etc.

The Embassy, therefore, invites proposal from the interested person, firm, institution, company to provide the consultation service to the Embassy under the following Terms of Reference (ToR). The proposal has to be submitted at the Administration Section of the Embassy not later than 31 January 2019

For further information contact to:

Administration Section
Embassy of Nepal
Barakhamba Road
New Delhi

TERMS OF REFERENCE FOR THE CONSULTANT

A. Background

The Embassy of Nepal intends to implement the Infrastructure Development. This Infrastructure Development Plan encompasses some infrastructure works such as construction of residential buildings for six diplomatic officers in the Embassy of Nepal and some other structures.

B. Objective:

The main objective of this consulting service is to design residential buildings and other infrastructures in the embassy complex.

C. Specific Objective

The specific objectives are:

1. To carry out a detailed site analysis of the project area.
2. To carry out the zoning of master plan and allocate the appropriate areas for residential buildings.
3. To carry out architectural and structural design of residential buildings for six families.



4. To prepare the estimate/specifications and BOQ for the new construction works.
5. To analyze the under construction waiting block and to prepare the required cost estimate to finish the respective construction work.
6. To supervise the construction work in the embassy complex.
7. To assist the client on building permit processes.

D. Requirements of the Embassy for the Project

The consultant shall under these Terms of Reference (TOR) carry out the activities and deliver services and documents as per the requirements of the Embassy in the first stage of the infrastructure development project.

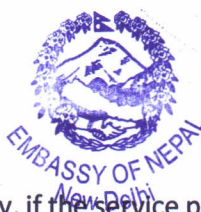
- 1. Development of the Buildings as Quarters of the Embassy Staff:** Identification of the site, preparation of design, cost estimate and bid documents, supervision and approval of the construction design, daily supervision, monitoring and reporting of development process.
- 2. Regular Repair Maintenance**
 - i. Redesign, recommend, Supervision and approval of the construction works, regular repair maintenance and up gradation of physical infrastructure of the old residence and office building with overall cost estimate.
 - ii. Recommend solutions and estimate costs to rectify the existing seepage that is prevalent in the Office Complex, other staff quarters/Ambassador's residence with its overall cost estimates.
- 3. Incomplete Waiting Room Complex:** An incomplete waiting room complex presently exists in the Embassy complex evaluate the complete portion of the work. The overall cost estimate to complete this unfinished construction.
- 4. Other Infrastructure Development:** advise and assist in the talks/ dialogue with the Metro Authority and NDMC and other Institution for the implementation of the Infrastructure Development.

E. Expected Output

It is expected from the consultant to prepare and submit a concise study report which includes the following:

- a) Formulate a step by step work plan that is required to complete the infrastructure construction works as defined in the objectives as per the requirements of embassy.
- b) Design/Drawings (Plans, elevations, sections, 3D views) of buildings.
- c) Present a time frame duration that is required for the completion of these infrastructures and other tasks as defined in the requirement.
- d) Overall cost estimates for the completion of all the tasks as defined in the requirements.
- e) Tender documents/BOQ and specifications.
- f) Consultant will provide engineering expertise, suggestions, approval, certification etc to the embassy in new construction, improvement and maintenance works at the embassy as defined in the requirement.

F. Other



- a) TOR can be revoked by the embassy, if the service performance does not meet the expected schedule and quality.
- b) No mentioned issues and disputes (if any) will be settled in mutual negotiation and understanding.
- c) The consultant will issue of instructions as required relating to quality, equipment, methods of construction, clarification of drawing and specification etc.
- d) The consultant to be in contact with the embassy in dealing implementation works and as and when required.

G. Qualification criteria of personnel

S.N	Position	Academic Qualification	General Experience	Intermitted man months	Nos
1	Team leader	MSc in Architecture/Urban planning/ Urban Design/ Civil engineering	10 yrs after masters degree	5	1
2	Architect	B. Architecture	7 yrs after B.Architecture	4	1
3	Structure engineer	MSc in structural engineering	7 years after Masters degree	4	1
4	Civil engineer/Quantity surveyor	BE Civil/ Quantity surveyor engineering	5 yrs after bachelors degree	1	1
5	Civil engineer/site supervisor	BE civil engineering	5 yrs after bachelors	3	1
6	Procurement specialist	MSc Construction management/ engineering management	5 yrs after masters degree	1	1
7	Draftsperson	B.Arch/ Diploma in architecture	5 yrs after diploma.	2	1

H. Time:

- a) Consultant will provide engineering expertise services from February 2019 to January 2020 at the embassy.
- b) Based on the mutual understanding, the agreed TOR can be extended or amended, in case of any need.

I. Reporting requirements:

The consultant should submit the report in following three phases.

- a. Inception report



The consultant should submit the inception report within 7 days from the date of work order including its work plan for the consulting service.

b. Interim report

The consultant should submit final designs and drawings of the proposed construction for buildings within 15 days from the date of work order.

c. Draft final report:

The consultant should submit the final BOQ, specifications and tender documents within 1 month from the date of work order.

d. Final report:

Final report of consulting service including the report of supervision work should be submitted as required by the Embassy.

H. Payment

Payment shall be made to the consultant according to the submission of separate consultant reports of the various infrastructures that are to be developed in different stages of the Infrastructure Development identified in the requirements of the Embassy according to the following schedule:

- a) First installment after the submission of the initial report -20 %
- b) Second installment after the submission of the interim report and presentation – 25%
- c) Third installment after submission of draft final report-25%
- d) Final installment after submission and acceptance of the final report on completion of the tasks and duties as defined in the TOR-30%