



प्रमुख प्रशासकीय अधिकृत



Temkemaayung Rural Municipality
Office of Rural Municipal Executive
Annapurna, Bhojpur, Koshi Province, Nepal

REQUEST FOR PROPOSAL (RFP)

Procurement of Consulting Services

For

Mundum Trail International Creators Conference

FY: 2082/83




प्रमुख प्रशासकीय अधिकृत

Table of Contents

Table of Contents

Section 1.	Letter of Invitation	2
Section 2.	Information to Consultants.....	3
Section 3.	Technical Proposal - Standard Forms	19
Section 4.	Financial Proposal - Standard Forms	25
Section 5.	Terms of Reference	37
Section 6.	Standard Form of Contract.....	51




प्रमुख प्रशासकीय अधिकृत

Section 1. Letter of Invitation

Section 1. Letter of Invitation

To The Consultant,

1. Temkemaayung Rural Municipality has allocated fund toward the cost of Consulting Services for **Mundum Trail International Creators Conference** at Mundum Trail Area.
2. Temkemaayung Rural Municipality now invites proposals to provide the following consulting services: **“Mundum Trail International Creators Conference at Temkemaayung Rural Municipality”**. More details on the services are provided in the attached Terms of Reference.
3. The Request for Proposal (RFP) has been issued to the all-eligible consulting firms.
4. A consultant will be selected under Quality- and Cost-Based Selection (QCBS), and procedures described in this RFP.
5. 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.
6. 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.

Yours sincerely,

.....
Mr. Adit Dahal
Chief Administrative Officer




प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

Section 2. 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 GoN (or Donor Agency) 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 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



प्रमुख प्रशासकीय अधिकृत

consultant's earlier consulting services) for the same project. 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 contract with the GoN 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 GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN: defines, for the purposes of this provision, the terms set forth below as follows:

“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

“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.

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;

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;

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

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 GoN accordance with the above sub para. 1.8 (d).




प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

- 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 mail, cable, telex, facsimile, or electronic mail to 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 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. Addenda shall be sent by mail, cable, telex, facsimile, or electronic 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. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.




प्रमुख प्रशासकीय अधिकृत

- ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-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. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- 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 and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of




प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.

- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

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 (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

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




प्रमुख प्रशासकीय अधिकृत

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 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



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

- 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 (QCBS,QBS,FB S, LCBS))**
- 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, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.
- Public Opening and Evaluation of Financial Proposals (CBS Only)**
- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- Public Opening and Evaluation of Financial Proposals (QCBS , FBS,LCBS)**
- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial




प्रमुख प्रशासकीय अधिकृत

Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) 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: $S = S_t \times T\% + S_f \times P\%$. 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




प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

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. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 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
Contract**

- of 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 its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

- 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.
- 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's Public Procurement Act and Regulations.



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

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. coercion 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




प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

consultant was based on false or misrepresentation of consultant's qualification information,

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 and or the concerned donor agency.



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

Information to Consultants

DATA SHEET

Clause Reference

1.1	<p>The name of the Client is: Temkemaayung Rural Municipality Office of Rural Municipal Executive Annapurna, Bhojpur, Koshi Province, Nepal</p> <p>The method of selection is: Quality- and Cost-Based Selection (QCBS)</p>
1.2	<p>The name, objectives, and description of the assignment are:</p> <p>Name: " Mundum Trail International Creators Conference at Temkemaayung Rural Municipality"</p> <p>Objectives:</p> <ul style="list-style-type: none">▪ Preserve and Promote Mundum Heritage▪ Unite Creators and Scholars Globally▪ Encourage Research and Documentation▪ Promote Cultural Identity and Global Recognition▪ Strengthen the Mundum Spiritual Path
1.3	<p>A pre-proposal conference will be held: <i>No</i></p> <p>The name(s), address(es), and telephone numbers of the Client's official(s) are:</p> <p>Name: Temkemaayung Rural Municipality Address: Annapurna, Bhojpur, Koshi Province, Nepal Contact Telephone No.: +977- 9852052995 Email : temkemunbhp@gmail.com</p>
1.4	<p>The Client will provide the following inputs: <u>NA</u></p>
1.10	<p>The clauses on fraud and corruption in the Contract are: <i>As per prevailing laws of Nepal</i></p>



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

2.1	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: Temkemaityung Rural Municipality Office of Rural Municipal Executive Annapurna, Bhojpur, Koshi Province, Nepal Email : temkemunbhp@gmail.com
3.1	Proposals should be submitted in the following language(s): English
3.3	(i) Short listed consultants/entity may not associate with other short listed consultants: (ii) The estimated number of professional staff-months required for the assignment is: NA <u>Available Budget for Fixed Budget Assignment : NA</u> (iv) The minimum required experience of proposed professional staff is: As indicated in the TOR (vi) Reports that are part of the assignment must be written in the following language(s): English/Nepali
3.4	(vii) Training is a specific component of this assignment: No (viii) Additional information in the Technical Proposal includes: See TOR
3.9	Proposals must remain valid 90 days after the submission date.
4.3	Consultants must submit an original copy each proposal: Yes
4.4	The proposal submission address: Temkemaityung Rural Municipality Office of Rural Municipal Executive Annapurna, Bhojpur, Koshi Province, Nepal Information on the outer envelope should also include : Name of the Project or Service, Name of Firm, Contact No. and Dae of Submission
4.5	Proposals must be submitted no later than: As mentioned in the Letter of Invitation



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

5.1	<p>The address to send information to the Client is: Temkemaayung Rural Municipality Office of Rural Municipal Executive Annapurna, Bhojpur, Koshi Province, Nepal</p>						
5.3	<p>The number of points to be given under each of the evaluation criteria are: <u>Points</u> (i) Relevant experience of the consultants 10 (ii) Understanding of the TOR and Methodology of work 30 (iii) Qualifications and competence of the proposed key personals 50 (iv) Technology transfer and training 10 Total Points 100 Minimum total technical score required to pass is 70%</p> <p>The number of points to be given under each evaluation sub criteria for qualifications of staff are:</p> <p>1. Relevant experience of the consultants [10] Points</p> <table border="1" data-bbox="375 1025 1268 1400"> <thead> <tr> <th>Work Experience</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Experience of the Firm in general for Consultancy Work (4 Points)</td> <td><1 years = 0 1 year =1 2 years =2 3 years = 3 >3 years =4</td> </tr> <tr> <td>Completion of International Creator Conference of similar nature (6 Points)</td> <td><1=0 Points for each job =2 upto maximum for 3 jobs or more</td> </tr> </tbody> </table> <p>2. Understanding of the TOR and Methodology of Work [30] Points</p> <p>2.1. Comments and Suggestions on the Terms of Reference, Counterpart Staff, and Facilities to be provided by the Client [10] Points</p> <p>a. Critical Comments on the Terms of Reference b. Comments and Suggestions Counterpart Staff, and Facilities to be provided by the Client</p> <p>2.2. Quality of Methodology [15] Points</p> <p>a. Understanding of TOR b. Literature Review c. Background of Project and Description of the site d. Technical Approach e. Methodology f. Innovativeness & Quality Assurance</p>	Work Experience	Score	Experience of the Firm in general for Consultancy Work (4 Points)	<1 years = 0 1 year =1 2 years =2 3 years = 3 >3 years =4	Completion of International Creator Conference of similar nature (6 Points)	<1=0 Points for each job =2 upto maximum for 3 jobs or more
Work Experience	Score						
Experience of the Firm in general for Consultancy Work (4 Points)	<1 years = 0 1 year =1 2 years =2 3 years = 3 >3 years =4						
Completion of International Creator Conference of similar nature (6 Points)	<1=0 Points for each job =2 upto maximum for 3 jobs or more						



प्रमुख प्रशासकीय अधिकृत

Section 2. Information to Consultants

	<p>g. Organization and Staffing</p> <p>2.3. Practical Manning and Work Schedule [10] Points</p> <p>a. Clearly defined time based work schedule</p> <p>b. Clearly defined time based manning schedule with input of the proposed manpower</p> <p>3. Qualification and competence of the proposed personnel [50] Points</p> <p>3.1. Chief Consultant / Lead Advisor/Team Leader 10</p> <p>3.2. Academic & Research Consultants 8</p> <p>3.3. Cultural & Ritual Consultants 6</p> <p>3.4. Logistics & Operations Consultant 6</p> <p>3.5. Media & Communications Consultant 6</p> <p>3.6. IT & Digital Consultant 6</p> <p>3.7. Monitoring, Evaluation & Reporting Consultant 8</p> <p>4. Technology Transfer and Training 10</p>
5.8	The fixed Budget Ceiling for the assignment is : <i>NA</i>
5.11	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration</p> <p>The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.70 P (Financial Proposal) = 0.30</p>
6.1	<p>The address for negotiations is: <i>Temkemaityung Rural Municipality</i> <i>Office of Rural Municipal Executive</i> <i>Annapurna, Bhojpur, Koshi Province, Nepal</i></p>
7.8	The assignment is expected to commence on 3 rd day from the <i>signing of the contract</i>




प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

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 and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

3A. TECHNICAL 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. 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, i.e., before [Date] 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:




प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

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: _____



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

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.



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT-SEE TOR



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]




प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

Certification:

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

_____ Date: _____
[Signature of staff member and authorized representative of the consultant] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____



[Signature]
प्रमुख प्रशासकीय अधिकृत

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL- SEE TOR

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9 th	10th	11 th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
---------	------




प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

1.	
2.	
3.	
4.	




प्रमुख प्रशासकीय अधिकृत

**Temkemaayung Rural Municipality
Office of Rural Municipal Executive
Annapurna, Bhojpur, Koshi Province, Nepal**

**Request for Proposal
for
Consulting Services
for**

Mundum Trail International Creators Conference

**Part – II
FINANCIAL PROPOSAL**

Consultant's Name and address:

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursable per activity.



प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

4F. Miscellaneous expenses.




प्रमुख प्रशासकीय अधिकृत

Section 3. Technical Proposal - Standard Forms

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:




प्रमुख प्रशासकीय अधिकृत

4B. SUMMARY OF COSTS

SEE ATTACHED BILL OF QUANTITIES (PLEASE SELECT AND FILL ONLY THE APPROPRIATE BILL OF QUANTITIES FROM THE PROVIDED LIST IN WHICH YOU ARE SHORTLISTED FOR SUBMISSION OF RFP)

4C. BREAKDOWN OF PRICE PER ACTIVITY (NOT APPLICABLE)

4D. BREAKDOWN OF REMUNERATION PER ACTIVITY (NOT APPLICABLE)

4E. REIMBURSABLE PER ACTIVITY (NOT APPLICABLE)

4F. MISCELLANEOUS EXPENSES (NOT APPLICABLE)



Section 5. Terms of Reference

Temkemaityung Rural Municipality
Office of Rural Municipal Executive
Annapurna, Bhojpur, Koshi Province, Nepal

TERMS OF REFERENCE

For

Mundum Trail International Creators Conference

FY: 2082/83

Terms of Reference

1. INTRODUCTION AND BACKGROUND

Temkemaayung Rural Municipality is one of the local government units of Bhojpur District, located in Koshi Province, Nepal. It lies approximately 28 kilometers west of the district headquarters, Bhojpur Bazaar. The rural municipality is known for its diverse geography, historical importance, and natural beauty. In medieval Nepal, the area was recognized as “Eastern Fort No. 4,” reflecting its strategic and administrative significance in the past. With its location along the Mid-Hill Highway, Temkemaayung enjoys better accessibility to major cities, including Nepal’s capital, Kathmandu. The combination of rich cultural heritage, scenic landscapes, and ecological diversity makes it a region of both historical and touristic importance.

Geographically, Temkemaayung is characterized by hills, valleys, rivers, and waterfalls that create an appealing natural environment. The total area of the rural municipality is 173.41 square kilometers, spread across a range of altitudes and climates. It extends between 27°05'48" to 27°18'47" North latitude and 86°53'50" to 87°03'07" East longitude. The rural municipality is bordered by Bhojpur Municipality in the east, Kepilasgadi and Sakela Rural Municipalities in the northwest, Salpasilichho Rural Municipality and Shadananda Municipality in the northeast, Sakela and Khotehang Rural Municipalities in the west, and Ram Prasad Rai Rural Municipality in the south. These borders encompass a diverse topography that supports both agriculture and natural habitats for various species of flora and fauna.

The area holds significant touristic potential due to its captivating natural features. To the west lie the Temke and Selme hills, while to the northwest stand Chakewa Hill and Mayung Danda. Several beautiful ponds and waterfalls, such as Maluwa Pokhari, Haans Pokhari, Mahavir Waterfall, Sawa Waterfall and Tawa Bhanjyang attract visitors and provide opportunities for eco-tourism. The region is home to a variety of wildlife, including ghoral, deer, leopards, and the endangered red panda. Bird species like monal, kalij, hawks, and wild ducks are also found in this area. The blend of natural beauty and biodiversity gives Temkemaayung a strong foundation for sustainable tourism development.

According to the 2021 national census, the total population of Temkemaayung Rural Municipality is 15,464. The settlement pattern is dispersed, with small clusters of households spread across the hills and valleys. This scattered settlement structure presents challenges for infrastructure development and service delivery but also preserves the rural landscape and

natural environment. The social structure is mixed, with different ethnic communities living together in a system that is largely patriarchal. The majority of residents follow Hinduism and the Kirat religion. Families are primarily nuclear, and the community values traditional customs, festivals, and local harmony. The literacy rate is relatively high, indicating improving access to education across the wards.

Agriculture is the main occupation of the people in Temkema. Most households engage in farming and livestock rearing, producing crops and fruits such as oranges, junar, ginger, potatoes and cardamom. These cash crops provide an important source of income. Animal husbandry supports daily livelihoods, while some residents serve in the British and Indian Armies, contributing remittances to the local economy. The municipality has potential for agro-based industries, given its fertile land and favorable climatic conditions. The local government's long-term vision emphasizes "Agriculture, Tourism, and Cultural Infrastructure as the Foundation of Development," aligning with the municipality's natural and social strengths.

Administratively, Temkema Rural Municipality was established in 2016 (2073 B.S.) following the restructuring of local governance under the federal system of Nepal. It was formed by merging the former Village Development Committees of Timma, Chhinamukh, Annapurna, Nagi, Khawa, Kot, Gogane, and Lekharka. The municipality consists of nine wards, with Annapurna designated as the administrative center. The local government is responsible for planning, development, and service delivery across its jurisdiction, focusing on improving road connectivity, education, health services, water supply, and agricultural productivity. Despite challenges related to difficult terrain and scattered settlements, the municipality has made steady progress in expanding education, health, and infrastructure.

Temkema Rural Municipality is blessed with abundant natural resources, cultural diversity, and a peaceful social environment. The scenic hills, rivers, and waterfalls, combined with agricultural and tourism potential, make it a promising area for integrated rural development. The dispersed settlement pattern poses challenges for balanced infrastructure growth, but the same landscape also provides unique opportunities for eco-tourism and local enterprise development. With its strong agricultural base, cultural richness, and natural charm, Temkema stands as a rural municipality with significant promise for sustainable development in Koshi Province.

Key Background Features:

- **Geography:** Hilly terrain with forests, rivers, and agricultural land
- **Economy:** Primarily agriculture-based (maize, millet, rice, livestock farming)
- **Culture:** Strong Kirat Mundum traditions and festivals




प्रमुख प्रशासकीय अधिकृत

-
- **Tourism Potential:** Temke Danda, Chakhewa, Maiyung Danda, Tawa Bhanjyang, Pandhare, eco-tourism, cultural tourism
 - **Governance Structure:** Elected Chairperson, Vice-Chairperson, Ward Chairs, and Municipal Assembly




प्रमुख प्रशासकीय अधिकृत

2. OBJECTIVE:

The primary objective of the **Mundum Trail International Creators Conference** is to **preserve, promote, and globally showcase the cultural, spiritual, and intellectual heritage of the Mundum tradition.**

1. Preservation of Mundum Heritage

- Safeguard the ancient Mundum scriptures, rituals, and oral traditions of the Kirat communities.
- Digitally document, translate, and archive cultural and spiritual knowledge.

2. Promotion of Padmarg Philosophy

- Spread awareness of the ethical and spiritual teachings of the Mundum Trail (Padmarg).
- Integrate traditional knowledge with contemporary cultural discourse.

3. International Collaboration and Networking

- Connect creators, scholars, researchers, and cultural practitioners worldwide.
- Facilitate knowledge exchange, research partnerships, and global dialogue.

4. Youth Engagement and Capacity Building

- Inspire the younger generation to actively participate in preserving Mundum traditions.
- Offer workshops, training, and mentorship for cultural and spiritual leadership.

5. Research and Academic Excellence

- Encourage academic research on Mundum philosophy, Kirat culture, and indigenous knowledge.
- Publish and present research papers, case studies, and creative works at the conference.

6. Cultural Identity and Global Recognition

- Promote international recognition of Mundum heritage as part of Nepal and global cultural diversity.
- Showcase indigenous art, rituals, literature, and performance traditions.

3. SCOPE OF WORKS

The **Mundum Trail International Creators Conference** is designed to serve as a **global platform for preserving, promoting, and advancing the Mundum heritage and Kirat cultural knowledge.** Its scope includes the following dimensions:

a. Cultural Preservation and Promotion

- Safeguarding Mundum scriptures, rituals, and oral traditions.

- Documenting indigenous practices, folklore, and spiritual teachings.
- Showcasing cultural performances, traditional arts, and crafts.

b. Academic Research and Knowledge Sharing

- Encouraging scholarly research on Mundum philosophy, Padmarg, and Kirat traditions.
- Providing a platform for presentation of research papers, case studies, and creative works.
- Facilitating workshops, seminars, and discussions for knowledge exchange.

c. International Collaboration

- Building networks among scholars, cultural practitioners, and creators globally.
- Facilitating partnerships with universities, cultural institutions, and research centers.
- Promoting cross-cultural dialogue and understanding.

d. Community Engagement and Youth Empowerment

- Engaging local communities and indigenous knowledge holders in cultural activities.
- Educating and motivating youth to carry forward Mundum traditions.
- Developing leadership and capacity in cultural and spiritual practices.

e. Tourism and Economic Development

- Promoting eco-cultural tourism linked to Mundum heritage sites along the Mundum Trail.
- Supporting sustainable economic activities for local communities through arts, crafts, and cultural showcases.

f. Documentation and Digital Outreach

- Creating a comprehensive digital repository of Mundum texts, rituals, and performances.
- Using online platforms for global awareness and outreach.

Overall Scope:

The conference aims to **merge tradition with modern scholarship**, strengthen cultural identity, empower communities, and establish Mundum heritage as a recognized global cultural and spiritual asset.

4. FRAMEWORK FOR METHOD

The framework ensures the conference is **well-planned, culturally authentic, academically rigorous, and globally impactful**, while promoting Mundum heritage and fostering

collaboration among creators, scholars, and communities. The approach will combine field-based assessments, participatory consultations, detailed technical analysis, and iterative design refinement to ensure that the final proposal is contextually appropriate, technically sound, and economically feasible. The framework shall, but not be limited to, the following sequential activities:

a. Preparation Phase

Objective: Lay the groundwork for a well-organized, inclusive, and academically sound conference.

Key Activities:

- Formation of Steering Committee, Technical & Academic Committee, and Sub-committees (Logistics, Cultural, Finance, Communications).
- Identification of themes, sub-themes, and objectives aligned with Mundum and Padmarg traditions.
- Preparation of Call for Papers, participant invitations, and registration guidelines.
- Mapping of local resources, venues, cultural sites, and community stakeholders.

Deliverables:

- Approved conference plan and schedule
- List of invited speakers, researchers, and performers
- Budget and resource allocation

b. Research & Content Development Phase

Objective: Ensure high-quality academic and cultural content.

Key Activities:

- Review and selection of submitted abstracts, research papers, and creative works.
- Documentation and compilation of Mundum texts, oral traditions, and local knowledge.
- Design of cultural programs, rituals, and performances.
- Translation and interpretation preparation for international participants.

Deliverables:

- Compiled conference proceedings
- Approved presentation materials and cultural program schedule




प्रमुख प्रशासकीय अधिकृत

c. Capacity Building & Pre-Conference Engagement

Objective: Prepare participants and communities for active participation.

Key Activities:

- Conduct workshops, training, and orientation for youth, community members, and presenters.
- Engage local communities in cultural demonstrations and preparatory rituals.
- Provide technical training for digital documentation, virtual participation, and live streaming (if applicable).

Deliverables:

- Trained volunteers, presenters, and cultural facilitators
- Pre-conference engagement report

d. Conference Implementation Phase

Objective: Execute the conference effectively, ensuring academic and cultural integrity.

Key Activities:

- Opening ceremony and welcome rituals
- Plenary sessions, parallel academic sessions, and panel discussions
- Cultural showcases, spiritual rituals, and exhibitions along the Mundum Trail
- Networking, collaborative meetings, and international partnerships

Deliverables:

- Completed conference program
- Live documentation (video, photography, audio)
- Participant feedback collection

e. Documentation & Publication Phase

Objective: Preserve knowledge and share outcomes globally.

Key Activities:

- Editing and publishing conference proceedings, papers, and reports

-
- Digital archiving of rituals, cultural performances, and presentations
 - Dissemination of outcomes through academic journals, social media, and international networks

Deliverables:

- Conference proceedings and research publications
- Digital repository of Mundum knowledge
- Media and outreach report

f. Monitoring, Evaluation & Follow-Up Phase

Objective: Assess success, impact, and future directions.

Key Activities:

- Evaluation of conference effectiveness against objectives
- Collection and analysis of feedback from participants and stakeholders
- Recommendations for future conferences, research projects, and community programs

Deliverables:

- Monitoring & evaluation report
- Strategic recommendations for subsequent conferences
- Action plan for long-term Mundum Trail initiatives

5. EXPECTED OUTPUT:

a. Academic and Research Outputs

- Compilation of peer-reviewed research papers, case studies, and creative works.
- Conference proceedings documenting discussions, presentations, and outcomes.
- Publications in journals or edited volumes on Mundum philosophy, Padmarg traditions, and Kirat culture.
- Research reports on Mundum Trail, indigenous knowledge, and cultural practices.

b. Cultural Preservation and Documentation

- Digital and physical archives of Mundum rituals, performances, and oral traditions.
- Recorded videos, photographs, and audio of cultural demonstrations along the Mundum Trail.
- Translations of Mundum texts and related heritage materials.
- Documentation of local practices for education, awareness, and future research.




प्रमुख प्रशासकीय अधिकृत

c. Community and Capacity Building

- Trained local youth, volunteers, and community members in cultural preservation and conference facilitation.
- Engagement of local creators, performers, and scholars in knowledge-sharing activities.
- Increased awareness among communities about the value of Mundum heritage and Padmarg philosophy.

d. International Collaboration and Networking

- Partnerships and collaborations with international scholars, institutions, and cultural organizations.
- Cross-cultural exchanges among participants, researchers, and creators.
- Creation of a global network of Mundum Trail scholars, practitioners, and cultural ambassadors.

e. Awareness and Outreach

- Media coverage and dissemination of conference outcomes via social media, websites, and publications.
- Promotion of Mundum heritage as a recognized cultural and spiritual asset internationally.
- Increased visibility of the Mundum Trail as a potential cultural and eco-tourism destination.

f. Strategic and Policy Recommendations

- Actionable recommendations for future research, cultural preservation, and community development programs.
- Guidelines for integrating Mundum knowledge into educational, cultural, and tourism initiatives.
- Input for policy advocacy regarding indigenous knowledge protection and promotion.

Overall Impact

- Strengthened preservation of Mundum and Padmarg traditions.
- Enhanced global recognition of Kirat indigenous knowledge and culture.
- Empowered communities and youth to continue cultural and spiritual practices.
- Established a platform for ongoing international collaboration and scholarly exchange.

6. REPORTING

Consultants engaged for the conference are expected to provide systematic, timely, and structured reports to ensure accountability, documentation, and quality control. Reporting should cover **preparation, implementation, and post-conference evaluation** phases.

a. Pre-Conference Reports

Purpose: Track planning, preparation, and readiness.

Reports Include:

- **Planning Progress Report**
 - Status of committee formation and roles
 - Preparedness of venues, logistics, and infrastructure
 - Budget allocation and expenditure planning
- **Content & Program Development Report**
 - Submission and review status of papers and presentations
 - Confirmation of invited speakers, performers, and cultural experts
 - Pre-conference training and workshop completion

Frequency: Monthly or as per project timeline

b. Implementation-Phase Reports

Purpose: Monitor conference execution and ensure smooth operations.

Reports Include:

- **Daily/Session Reports**
 - Attendance and participation of delegates and local communities
 - Session-wise summary of discussions, presentations, and workshops
 - Documentation of cultural performances, rituals, and exhibitions
 - Issues faced and corrective actions taken
- **Media & Outreach Report**
 - Media coverage, live streaming, and digital engagement
 - Social media updates, photographs, and videos

Frequency: Daily during the conference or after each session

c. Post-Conference Reports

Purpose: Summarize outcomes, assess impact, and provide recommendations.

Reports Include:

- **Conference Proceedings Report**
 - Summary of academic sessions, discussions, and outcomes
 - List of accepted papers, presentations, and cultural exhibits
- **Monitoring & Evaluation Report**
 - Assessment of conference objectives vs. outcomes
 - Feedback from participants, local communities, and stakeholders
 - Challenges, lessons learned, and best practices
- **Publication & Documentation Report**
 - Status of conference proceedings, research papers, and digital archives
 - Recommendations for further research or follow-up activities

Frequency: Within 2–4 weeks after conference completion

d. Reporting Format

Consultants should provide:

- Written reports in standardized formats (Word/PDF)
- Visual documentation (photos, videos, infographics)
- Statistical data on participants, sessions, and cultural activities
- Executive summary highlighting key findings, outputs, and recommendations

Presentation

Upon completion of the Final Report, the Consultant shall organize a **final presentation** for the officials of Temkemaayung Rural Municipality. The presentation shall be conducted by the project team, highlighting the design concept, methodology, and major findings of the study. The date and venue of the presentation shall be finalized in consultation with the concerned municipal officials. This session will serve as an opportunity to review the final deliverables and address any final clarifications before formal acceptance of the report.

7. TIME SCHEDULE

The duration for this consulting service is three months.

Reporting Schedule

S.N	Description	Time Schedule
1	Submission of Draft Report	Within 3 weeks after conduction Creators Conference
2	Submission of Final Report	Within 2 weeks from the date of comment or feedback

Contact Address:

Temkemaayung Rural Municipality
Office of Rural Municipal Executive
Annapura, Bhojpur, Koshi Province, Nepal



[Signature]
प्रमुख प्रशासकीय अधिकृत

8. INSTRUCTION TO CONSULTANT:

Technical Proposal shall be evaluated on the basic of information duly provided by the Consultant. Information must be supported by relevant evidences such as Official Documents, official's letters, bills, vouchers and necessary commitments wherever applicable otherwise that proposal shall be non-responsive.

The Consulting firms must include a team leader having minimum qualification mentioned in the evaluation criteria .That he/she must have a degree and qualification as needed. Failing the team leader having these qualifications will result the proposal submitted by the consulting firms invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated. However, in such cases where the proposed staff's quality lacks the minimum criteria the firm's proposal in that case shall be awarded zero score.

The consultant selected during short listing are treated as single firm and no other firms can form a JV for technical and financial proposal.

9. COMPOSITION OF CONSULTING TEAM

Consultant Role	Number	Key Qualifications
Chief Consultant / Lead Advisor	1	Minimum Qualification: Master's Degree Field: Cultural Studies, Anthropology, Indigenous Studies, Religious Studies, Social Sciences, or related discipline
Academic & Research Consultants	2-3	Minimum Qualification: Master's Degree Field: Mundum Philosophy, Indigenous Studies, Anthropology, Sociology, History, Linguistics, Religious Studies, or related field
Cultural & Ritual Consultants	2-3	Minimum Qualification: Bachelor's Degree OR Recognized traditional knowledge certification / documented expertise in Mundum and Padmarg traditions Extensive practical experience in conducting rituals and cultural programs
Logistics & Operations Consultant	1-2	Minimum Qualification: Bachelor's Degree Field: Event Management, Business Administration, Management, or related discipline
Media & Communications	1-2	Minimum Qualification: Bachelor's Degree Field: Journalism, Mass Communication, Media Studies, or




प्रमुख प्रशासकीय अधिकृत

Consultant Role	Number	Key Qualifications
Consultant		related field
IT & Digital Consultant	1	Minimum Qualification: Bachelor's Degree or Diploma Field: Information Technology, Computer Science, or related discipline
Monitoring & Evaluation Consultant	1-2	Minimum Qualification: Master's Degree Field: Social Sciences, Development Studies, Research Methods, Statistics, or related field

Note:

- The study team mentioned in the TOR should do the field visit and work during the entire stated period. Failure to do so shall result in the cancelation of the contract.
- The team leader should also sign the contract as representative of study team, along with the consultant representative.
- The team will be responsible for the technical part/ study part and the team leader shall be present in all the meeting and presentations.
- Only the financial and administrative matters will be discussed with the consultant representative.

10. PAYMENT SCHEDULE

Payments will be done by Temkemaayung Rural Municipality upon the submission of Consultant's invoices according to the following schedule:

S. N	Work Description	Cumulative Payment
1	Final Payment	100% of Contract Amount



प्रमुख प्रशासकीय अधिकृत

I. Form of Contract

Section 6. Standard Form of Contract

A. Form of contract

THIS AGREEMENT, made on the *(Date)*.....between Temkemaayung Rural Municipality (herein after called as "the Client") of the one part and the Consulting Firm or JV (herein after called as "the Firm" or "the Consultants") the other part.

WHEREAS, the Project is desirous that certain Professional Engineering Services should be performed viz.

_____ the following work and has accepted a proposal by the firm for the performance of such services for the total amount of NRs....., excluding VAT. In words NRs.

Contract No.	Name of the Work

The whole services comprised in the Agreement shall be completed and Draft Report submitted before *(Date)*.....and shall perform the services in conformity in all respects with the provisions of the Agreement.

Now this Agreement witness as follows

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Engagement hereinafter, referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The said proposal
 - (b) Terms of Reference
 - (d) Bill of Quantities
 - (e) Memorandum of Agreement
 - (f) Special provisions (if any)
 - (g) Appendices (if any)
 - (h) Checklists (if any)
 - (i) Addenda (if any) to the documents (a) through (h)
 - (j) Instructions to consultant (if any)




प्रमुख प्रशासकीय अधिकृत

1. Form of Contract

3. The Firm shall commence the Services from the date of signing of the Agreement and the services shall be completed on or before **(Date)**.....
4. In consideration of the payments to be made by the Department to the Firm as hereinafter mentioned, the Firm hereby covenants with the Department to perform the services in conformity in all respects with the provisions of the Agreement.
5. The Department hereby consents to pay the Firm in consideration of the performance of the services and amount at the manner prescribed by the Agreement.

IN WITNESS: whereas the parties here have made and executed this Agreement as of the day, month and year first above written.

On behalf of the Department

On behalf of the Firm

Witness

Witness

1 -----

1 -----

2 -----

2 -----



प्रमुख प्रशासकीय अधिकृत

B. General Conditions of Contract

1. General Provisions

- 1.1 Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- “Applicable Law” means the laws and any other instruments having the force of law in Nepal, as they may be issued and in force from time to time;
- “Government” means Government of Nepal.
- “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 2.1;
- “GCC” means these General Conditions of Contract;
- “Donor” means the organization offering loan, credit or grant to GoN
- “Local Currency” means the currency of the Government;
- “Member,” in case the Consultants consist of a joint venture of more than one entity, means any of these entities; and
“Members” means all these entities;
- “Party” means the Client or the Consultants, as the case may be, and “Parties” means both of them;
- “Personnel” means persons hired by the Consultants or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof;
“Foreign Personnel” means such persons who at the time of being so hired had their domicile outside Nepal;
“Local Personnel” means such persons who at the time of being so hired had their domicile inside Nepal; and
“Key Personnel” means the Personnel referred to in Clause GCC 4.2(a);
- “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- “Services” means the work to be performed by the Consultants pursuant to this Contract, as described in Appendix A hereto;




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

“Subconsultant” means any person or entity to whom/which the Consultants subcontract any part of the Services in accordance with the provisions of Clause GCC 3.7;

“Third Party” means any person or entity other than the Government, the Client, the Consultants or a Subconsultant.

1.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the Client and the Consultants. The Consultants, subject to this Contract, have complete charge of Personnel and Subconsultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of Nepal.

1.4 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.5 Headings

The headings shall not limit, alter or affect the meaning of this Contract.

1.6 Notices

1.6.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SCC.

1.6.2 Notice will be deemed to be effective as specified in the SCC.

1.6.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC with respect to Clause GCC 1.6.2.

1.7 Location

The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

particular task is not so specified, at such locations, whether in Nepal or elsewhere, as the Client may approve.

1.8 Authority of Member in Charge In case the Consultants consist of a joint venture of more than one entity, the Members hereby authorize the entity specified in the SCC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

1.9 Authorized Representatives Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SCC.

1.10 Taxes and Duties Unless otherwise specified in the SCC, the Consultants, Subconsultants and Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law.

2. Commencement, Completion, Modification and Termination of Contract

2.1 Effectiveness of Contract This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultants instructing the Consultants to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

2.2 Termination of Contract for Failure to Become Effective If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as shall be specified in the SCC, either Party may, by not less than thirty (30) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

2.3 Commencement of Services The Consultants shall begin carrying out the Services at the end of such time period after the Effective Date as shall be specified in the SCC.

2.4 Expiration of Contract Unless terminated earlier pursuant to Clause GCC 2.9 hereof, this Contract shall terminate at the end of such time period after the Effective Date as shall be specified in the SCC.

2.5 Variation Variation of the terms and conditions of this Contract, including any variation of the scope of the Services, may only




प्रमुख प्रशासकीय अधिकृत

be made by written agreement between the Parties however, each Party shall give due consideration to any proposals for variation made by the other Party.

2.6 Force Majeure

2.6.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.6.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.6.3 Measures to be Taken

A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.




प्रमुख प्रशासकीय अधिकृत

A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.6.4 Extension of Time (EoT)

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure or Client's failure to provide facilities in time as per the contract

The Consultant shall submit an application to the Client for extension of time, stating the causes for delay with supporting evidence within 7 days before the expiry of the Contract completion date. The approval of EoT shall be subject to verification by the Client whether:

- a. the consultant had made the best possible efforts to complete the work in due time ,
- b. the facilities to be provided by the Client as per the contract to the Consultant was made in time or not,
- c. the delay was as a result of Force Majeure or not.

2.6.5 Consultation

Not later than thirty (30) days after the Consultants, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7 Suspension

The Client may, by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension.

2.8




प्रमुख प्रशासकीय अधिकृत

Termination

2.8.1 By the Client

The Client may, by not less than thirty (30) days' written notice of termination to the Consultants. (except in the event listed in paragraph (f) below, for which there shall be a written notice of not less than sixty (60) days), such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (g) of this Clause GCC 2.8.1, terminate this Contract:

if the Consultants fail to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;

if the Consultants become (or, if the Consultants consist of more than one entity, if any of their Members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

if the Consultants fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 8 hereof;

if the Consultants submit to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultants know to be false;

if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

if the Consultant, in the judgment of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause:

“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.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

2.8.2 By the Consultants

The Consultants may, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.8.2, terminate this Contract:

if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause GCC 8 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue;

if the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach;

if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

if the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 8 hereof.

2.8.3 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clauses GCC 2.2 or GCC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GCC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 3.3 hereof, (iii) the Consultants' obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 3.6(ii) hereof, and (iv) any right which a Party may have under the Applicable Law.




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

2.8.4 Cessation of Services of Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 2.9.1 or GCC 2.9.2 hereof, the Consultants shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultants and equipment and materials furnished by the Client, the Consultants shall proceed as provided, respectively, by Clauses GCC 3.9 or GCC 3.10 hereof.

2.8.5 Payment upon Termination Upon termination of this Contract pursuant to Clauses GCC 2.8.1 or GCC 2.9.2 hereof, the Client shall make the following payments to the Consultants:

remuneration pursuant to Clause GCC 6 hereof for Services satisfactorily performed prior to the effective date of termination;

reimbursable expenditures pursuant to Clause GCC 6 hereof for expenditures actually incurred prior to the effective date of termination; and

except in the case of termination pursuant to paragraphs (a) through (d) of Clause GCC 2.8.1 hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract including the cost of the return travel of the Personnel and their eligible dependents.

2.8.6 Disputes about Events of Termination If either Party disputes whether an event specified in paragraphs (a) through (e) of Clause GCC 2.8.1 or in Clause GCC 2.9.2 hereof has occurred, such Party may, within thirty (30) days after receipt of notice of termination from the other Party, shall settle the dispute pursuant to Clause GCC 8 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. Obligations of the Consultants




प्रमुख प्रशासकीय अधिकृत

3.1 General

3.1.1 Standard of Performance of The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Subconsultants or Third Parties.

3.1.2 Law Governing Services The Consultants shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Subconsultants, as well as the Personnel of the Consultants and any Subconsultants, comply with the Applicable Law. The Client shall notify the Consultants in writing of relevant local customs, and the Consultants shall, after such notification, respect such customs.

3.1.3 Application of Procurement Law of If the Consultants, as part of the Services, have the responsibility of advising the Client on the procurement of goods, works or services, the Consultants shall comply with any applicable procurement guidelines as per the prevailing Public Procurement Act and Regulations of the GoN (or of the Donors/funding agencies) and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultants in the exercise of such procurement responsibility shall be for the account of the Client.

3.2 Conflict of Interests

3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc. The remuneration of the Consultants pursuant to Clause GC 6 hereof shall constitute the Consultants' sole remuneration in connection with this Contract or the Services and, subject to Clause GCC 3.2.2 hereof, the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultants shall use their best efforts to ensure that any Subconsultants, as well as the Personnel and agents of either of them, similarly shall not receive any such



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प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

additional remuneration.




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

3.2.2 Consultants and Affiliates Not to Engage in Certain Activities

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, as well as any Subconsultant and any entity affiliated with such Subconsultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

The Consultants shall not engage, and shall cause their Personnel as well as their Subconsultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

during the term of this Contract, any business or professional activities in Nepal which would conflict with the activities assigned to them under this Contract; and after the termination of this Contract, such other activities as may be specified in the SCC.

3.3 Confidentiality

The Consultants, their Subconsultants, and the Personnel of either of them shall not, either during the term of within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

3.4 Liability of the Consultants

Subject to additional provisions, if any, set forth in the SCC, the Consultants' liability under this Contract shall be as provided by the Applicable Law.

3.5 Insurance to be Taken Out by the Consultants

The Consultants (i) shall take out and maintain, and shall cause any Subconsultants to take out and maintain, at their (or the Subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverages, as shall be specified in the SCC, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

3.6 Accounting, Inspection and Auditing

The Consultants (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof (including such bases as may be specifically referred to in the SCC), and (ii) shall permit the Client or its designated representative periodically, and up to



प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Client and, where applicable




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

3.7 Consultants' Actions Requiring Client's Prior Approval

The Consultants shall obtain the Client's prior approval in writing before taking any of the following actions:

- a. appointing such members of the Personnel as are listed in Appendix C merely by title but not by name;
- b. entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Subconsultant and the terms and conditions of the subcontract shall have been approved in writing by the Client prior to the execution of the subcontract, and (ii) that the Consultants shall remain fully liable for the performance of the Services by the Subconsultant and its Personnel pursuant to this Contract;
- c. any other action that may be specified in the SCC.

3.8 Reporting Obligations

The Consultants shall submit to the Client the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.

3.9 Documents Prepared by the Consultants to be the Property of the Client

All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultants for the Client under this Contract shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

3.10 Equipment and Materials Furnished by the Client

Equipment and materials made available to the Consultants by the Client, or purchased by the Consultants with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultants shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions. While in possession of such equipment and materials, the Consultants, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.




प्रमुख प्रशासकीय अधिकृत

4. Consultants' Personnel and Sub consultant

4.1 General

The Consultants shall employ and provide such qualified and experienced Personnel and Sub consultants as are required to carry out the Services.

4.2 Description of Personnel

- a. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultants' Key Personnel are described in Appendix C. If any of the Key Personnel has already been approved by the Client, his/her name is listed as well.
- b. If required to comply with the provisions of Clause GCC 3.1.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix C may be made by the Consultants by written notice to the Client, provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 6.1(b) of this Contract. Any other such adjustments shall only be made with the Client's written approval.
- c. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated periods of engagement of Key Personnel set forth in Appendix C may be increased by agreement in writing between the Client and the Consultants, provided that any such increase shall not, except as otherwise agreed in writing, cause payments under this Contract to exceed the ceilings set forth in Clause GCC 6.1(b) of this Contract.

4.3 Approval of Personnel

The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client. In respect of other Key Personnel which the Consultants propose to use in the carrying out of the Services, the Consultants shall submit to the Client for review and approval a copy of their biographical data. If the Client does not object in writing (stating the reasons for the objection) within twenty-one (21) calendar days from the date of receipt of such biographical data




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

4.4 Removal and/or Replacement of Personnel

- a. Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications.
- b. If the Client (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.
- c. Any of the Personnel provided as a replacement under Clauses (a) and (b) above, the rate of remuneration applicable to such person as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Consultants may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Client. Except as the Client may otherwise agree, (i) the Consultants shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced

5. Obligations of the Client

5.1 Access to Site

The Client warrants that the Consultants shall have, free of charge, unimpeded access to all sites in Nepal in respect of which access is required for the performance of the Services. .




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultants in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 6.1(b).

5.3 Services, Facilities and Property of the Client

The Client shall make available to the Consultants and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix D at the times and in the manner specified in said Appendix D, provided that if such services, facilities and property shall not be made available to the Consultants as and when so specified, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultants for the performance of the Services, (ii) the manner in which the Consultants shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultants as a result thereof pursuant to Clause GCC 6.1(c) hereinafter.

5.4 Payment

In consideration of the Services performed by the Consultants under this Contract, the Client shall make to the Consultants such payments and in such manner as is provided by Clause GCC 6 of this Contract.




प्रमुख प्रशासकीय अधिकृत

6. Payments to The Consultants

6.1 Cost Estimates; Ceiling Amount

- a. An estimate of the cost of the Services payable in local currency is set forth in Appendix E.
- b. Except as may be otherwise agreed under Clause GCC 2.6 and subject to Clause GCC 6.1(c), payments under this Contract shall not exceed the ceilings in local currency specified in the SCC. The Consultants shall notify the Client as soon as cumulative charges incurred for the Services have reached 80% of either of these ceilings.
- c. Notwithstanding Clause GCC 6.1(b) hereof, if pursuant to any of the Clauses GCC 5.3 or 5.4 hereof, the Parties shall agree that additional payments in local and/or foreign currency, as the case may be, shall be made to the Consultants in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GCC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GCC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.2 Remuneration and Reimbursable Expenditures

- a. Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services after the date determined in accordance with Clause GCC 2.3 and Clause SCC 2.3 (or such other date as the Parties shall agree in writing) (including time for necessary travel via the most direct route) at the rates referred to, and subject to such additional provisions as are set forth, in the SCC.
- b. Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services, as specified in Clause SCC 6.3.

6.3 Currency of Payment

- a. All payments to the Consultant for the performance of the services shall be made in the currency of the GoN.




प्रमुख प्रशासकीय अधिकृत

6.4 Mode of Billing and Payment

Billings and payments in respect of the Services shall be made as follows:

- a. The Client shall cause to be paid to the Consultants an advance payment as specified in the SC, and as otherwise set forth below. The advance payment will be due after provision by the Consultants to the Client of a bank guarantee by a bank acceptable to the Client in an amount specified in the SCC, such bank guarantee (i) to remain effective additional one month after the advance payment has been fully set off as provided in the SCC, and (ii) to be in the form set forth in Appendix I hereto or in such other form as the Client shall have approved in writing.
- b. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services or on completion of the task on which the payment is based, the Consultants shall submit to the Client, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to Clauses GCC 6.3 and 6.4 for such month or completed task.
- c. The invoice format shall be as agreed between the client and the consultants.
- d. The Client shall cause the payment of the Consultants' monthly statements less retention money 5% within *thirty (30)* days after the receipt by the Client of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorised to be incurred by the Consultants, the Client may add or subtract the difference from any subsequent payments. Interest at the annual rate specified in the SCC shall become payable as from the above due date on any amount due by, but not paid on, such due date.
- e. The final payment under this Clause shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultants and approved as satisfactory by the Client. The Services shall be deemed completed and finally accepted by the Client and the final report and final




प्रमुख प्रशासकीय अधिकृत

statement shall be deemed approved by the Client as satisfactory *forty-five (45)* calendar days after receipt of the final report and final statement by the Client unless the Client, within such *forty-five (45)* day period, gives written notice to the Consultants specifying in detail deficiencies in the Services, the final report or final statement. The Consultants shall thereupon promptly make any necessary corrections, and upon completion of such corrections, the foregoing process shall be repeated. Any amount which the Client has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultants to the Client within thirty (30) days after receipt by the Consultants of notice thereof. Any such claim by the Client for reimbursement must be made within *ninety (90)* calendar days after receipt by the Client of a final report and a final statement approved by the Client in accordance with the above.

- f. e. All payments under this Contract shall be made to the account of the Consultant specified in the SCC.

6.5 Retention

- a. The Client shall retain from each payment due to the Contractor the proportion stated in the SCC until Completion of the whole of the Works.
- b. One half of the retention shall be repaid by the Client to the consultant at the time of the payment of the Final Bill pursuant to GCC Clause 6.4 (d)
- c. The remainder of the retention shall be paid by the Client to the consultant within 15 days after submission of an evidence document issued by the concerned Internal Revenue Office that the consultant has submitted his Income Returns.

6.6 Liquidated Damages

The Consultant shall pay liquidated damages to the Client at the rate per day stated in the SCC for each day that the completion services is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. Beyond this limit the contract may be terminated by the Client. The Client may deduct liquidated damages from any payments due to the Consultant. Payment of




प्रमुख प्रशासकीय अधिकृत

liquidated damages shall not affect the Consultant's liabilities.

7. Fairness and Good Faith

7.1 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

7.2 Operation of the Contract

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GCC 8 hereof.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

8.2 Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred to the Adjudicator by either Party within 15 days after the amicable settlement period of 30 days.

8.3. Appointment of the Adjudicator

a. The Adjudicator, shall be appointed jointly by the Client and the Consultant within 30 days of the commencement date of the contract. If the parties cannot reach an agreement on the appointment of the Adjudicator, the Client will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 15 days of



प्रमुख प्रशासकीय अधिकृत

receipt of such request.

Should the Adjudicator resign or die, or should the Client and the Consultant agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Client and the Consultant. In case of disagreement between the Client and the Consultant, within 30 days, the Adjudicator shall be designated by the Appointing Authority at the request of either party, within 15 days of receipt of such request.




प्रमुख प्रशासकीय अधिकृत

8.4. Procedures for Disputes

- a. If a dispute is referred to the Adjudicator pursuant to GCC Clause 8,2 then the Adjudicator shall give a decision in writing within 30 days of receipt of a reference of the dispute.
- b. The Adjudicator shall be paid by the hour at the rate specified in the SCC, together with reimbursable expenses of the types specified in the SCC, and the cost shall be divided equally between the Client and the Consultant, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 30 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 30 days, the Adjudicator's decision will be final and binding.
- c. In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures published by Nepal Council of Arbitration .

9. Remedies for Breach of Contract

Without prejudice to any other right of the Client under this Contract, the remedies available to the Client in the event of breach of the Contract by the Consultant are as follows:

- a. rejection of defective performance,
- b. prompt replacement and correction of defective services,
- c. application of liquidated damages for delay as per the provision of the Contract,
- d. termination of the contract and correction of the services, not performed as per the requirement of the contract, at the expense of the consultant,
- e. recovery for consequential damages;
- f. such other remedies as may be available pursuant to the contract or to applicable law.

10. Conduct of Consultants

10.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract




प्रमुख प्रशासकीय अधिकृत

Agreement, RFP documents and GoN's Procurement Act and Regulations.

10.2 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 contract 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. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceeding
- 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




प्रमुख प्रशासकीय अधिकृत

11. Blacklisting Consultant

11.1 Without prejudice to any other right of the Client under this Contract, 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 without prejudice to any other rights of the Client under rights under this Contract:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants GCC 10.2,
- b) if the consultant fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the consultant 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 bidder from participating in the contract.

11.2 A Consultant declared blacklisted and ineligible by the 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 PPMO and or the concerned donor agency.




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

C. Special Conditions of Contract

Number of GCC Amendments of, And Supplements to, Clauses in the General Clause Conditions of Contract

1.6.1 The addresses are :

Client:

Address: **Temkemaipur Rural Municipality
Office of Rural Municipal Executive
Annapurna, Bhojpur, Koshi Province, Nepal**

Attention: **Chief Administrative Officer**

Name: Temkemaipur Rural Municipality

Address: Annapurna, Bhojpur, Koshi Province, Nepal

Contact Telephone No.: +977- 9852052995

Email : temkemunbhp@gmail.com

Consultants:

Address:

Attention:

Cable address:

Telex:

Facsimile:

E-mail:

1.6.2 Notice will be deemed to be effective as follows:

(a) in the case of personal delivery or registered mail, on delivery;

(d) in the case of facsimiles, 6 hours following confirmed transmission.

1.8 The Member in Charge is *[To be named during contract]*.

1.9 The Authorized Representatives are:

For the Client: The Project Manager

For the Consultants: *[to be named during agreement]*

2.2 The time period shall be **90 days** or such other time period as



प्रमुख प्रशासकीय अधिकृत

the parties may agree in writing.

2.3 The time period shall be *immediately after the effective date* or such other time period as the parties may agree in writing.

2.4 The time period shall be *[to be specified during agreement]* or such other time period as the parties may agree in writing.

3.4

“3.4 Limitation of the Consultants’ Liability towards the Client

- (a) Except in case of gross negligence or wilful misconduct on the part of the Consultants or on the part of any person or firm acting on behalf of the Consultants in carrying out the Services, the Consultants, with respect to damage caused by the Consultants to the Client’s property, shall not be liable to the Client:
- (i) for any indirect or consequential loss or damage; and
 - (ii) for any direct loss or damage that exceeds (A) the total payments for professional fees and reimbursable expenditures made or expected to be made to the Consultants hereunder, or (B) the proceeds the Consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (A) or (B) is higher.
 - (iii) This limitation of liability shall not affect the Consultants’ liability, if any, for damage to Third Parties caused by the Consultants or any person or firm acting on behalf of the Consultants in carrying out the Services.”




प्रमुख प्रशासकीय अधिकृत

II. General Conditions of Contract

6.4(a)

Replace the whole clause 6.4 of the GCC by the following:

No advance payments shall be made to the consultants. This service is based on the agreed bill of quantities and payment to the consultants shall be made as follows:

Payment Schedule

The payment schedule will be as per the following:

- i) After submission and approval of the final report = 100% of the total contract amount.

6.4(b)

The interest rate is: 0%

6.4(c)

Directly paid in the name of the consultant.

6.5 (d)

No retention money shall be deducted

6.6

Liquidated Damages : at the rate of 0.05 % of contract price per day to a maximum of 10% of the sum stated in the Agreement

Signature of witness:

Name (in bold letters):

Address :

Date :

Seal

Signature of Consultant:

Name (in bold letters):

Name and address of the firm:

Date :