

**Bagamati Province Government**  
**Ministry of Physical Infrastructure Development**  
**Transport Infrastructure Directorate**  
Hetauda, Nepal

**EXPRESSION OF INTEREST**  
**(EOI)**

**PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE**  
**( Senior Bridge Engineer)**

**Project Name : Procurement of hiring of Individual Consultants (Senior Bridge Engineer)**

**EoI : TID/BAGAMATI/CS/03/080-081**

**Office Name: Transport Infrastructure Directorate(TID)**

**Office Address: Hetauda Sub Metropolitan City -11,Thanabharyang,Makawanpur**

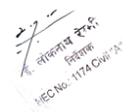
**Issued on: 04 October, 2023 (Ashoj 17, 2080)**

**Financing Source: Provincial Government**

**FY:080/081**

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**Bagmati Province Government**  
**Ministry of Physical Infrastructure Development**  
**Transport Infrastructure Directorate**  
**Hetauda, Nepal**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**Date of Publication: 4<sup>th</sup> October 2023**

1. Bagmati Province government, Ministry of Physical Infrastructure Development, Transport **Infrastructure Directorate, Hetauda**, has allocated fund to be used for consulting services for Planning, Design, implementation, supervision and quality control in **Bridge Projects** from hiring eligible Individual Consultant (National) as mentioned below.

S.N.	Post	Nos	Qualification and Work Experiences
1	Senior Bridge Engineer	1(One) (Duration of service shall up to end of FY 081/82 )	Master's Degree in Structure or Bridge Engineering or equivalent from a recognized University/Institution. with minimum general works  experience of <b>10</b> years and specific works experience of <b>8</b> years in planning, design, construction, supervision and quality control in Bridge Projects including at least <b>6</b> years work experience as a project manager or team leader in Construction of RCC/PSC Bridge Projects.

2. Interested eligible consultants may obtain further information and EoI document free of cost at the address: Transport Infrastructure Directorate, Bagmati Province , Hetauda during Office Ours on or before **19<sup>th</sup> October 2023 or Can be downloaded from [tid.bagamati.gov.np](http://tid.bagamati.gov.np).**
3. Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach Transport Infrastructure Directorate, Bagmati Province , Hetauda no later than **20<sup>th</sup> October 2023** within office hours.
4. In case the deadline for submission of EoI falls on a public holiday, then next working day shall be considered as deadline for EoI submission.
5. The academic qualification and work experience stated in CV shall be verified from the respective certificate attached in EoI documents.
6. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment.
7. There is allocated 20 marks in academic qualification, 60 marks in general and specific experiences and 20 marks in interview. The consultant should score minimum 48 marks out of 80 on the overall ranking criteria to pass in EoI evaluation as mentioned above to qualify for short listing.
8. The selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection Method) then candidate will be called for negotiation to confirm the remuneration or salary and also for formal contract agreement.
9. For further details, contact 057522478, 9855074453.

## 1. INTRODUCTION

Transport Infrastructure Directorate (TID) was established in 2018 under the Ministry of Physical Infrastructure Development in order to develop transport infrastructures including roads and bridges in Bagmati Province. The main aim of the organization is to develop plans, policy, programs, guidelines, and specifications for the construction of transport infrastructure and implement the design, construction and maintenance works of roads, bridges, trail bridges etc, with efficiencies and effective way self or through the under offices. The TID is the central authority of Bagmati Province Government charged with the responsibilities for enhancing the economic and social development of the Province by linking various geographical and economic regions through the provincial strategic transport net work..TID is responsible for linking rural areas of the Province with markets to support various economic activities and projects related with tourism, agricultural, electrical, industrial and other sectors of Nepal. Moreover, the key role of the Directorate lies with preparing plans, policies, and programs regarding the development of physical infrastructures such as roadways, railways, waterways, subways, flyovers, and ropeways; transport and transit management and its operation related plans, policies, and programs; its implementation; monitoring and evaluation; inspection.

Province government, Ministry of Physical Infrastructure Development, Transport Infrastructure Directorate has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, environment assessment and supervision of various **bridges** and support the 6 (Six) Infrastructure Development Office (IDO) and 2 (Two) Provincial Road Division Office (PRDO)

## 2. OBJECTIVE OF CONSULTING SERVICES: **Senior Bridge Engineer**

**A) General:** To assist in planning, design, construction, supervision, quality control as well as critically review the quality of DPRs of **bridge** projects, procurement and contract administration, orient IDOs/PRDO's on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

### **B) Specific:**

The Specific objectives of the consultancy services are as follows:

#### **Part A: Project planning, design and cost estimation**

- To assist the IDOs and PRDOs for overall project management activities for successfully achieving the project targets.
- To assist the IDOs and PRDOs in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for construction of the bridges and with reference to the Nepal Road Standard, Specifications, Nepal Rural Road Standard, Rural Roads' norms, Provincial Road standards.
- To coordinate with environmental consultants associated with the IDOs and PRDOs during review of the DPR of the projects.

#### **Part B: Supervision of works**

- To visit of IDOs and PRDOs Frequently and review, progress, quality control and advice for correction and monitor works quality control of works and contract

management and recommend for corrective measures if necessary.

- To assist in preparation of Quality Assurance Plan, check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- To facilitate the other works as required by the IDOs and PRDOs in connection with the road project works;
- To support and guide the Technical Officers of IDOs/PRDOs in all the activities;

### Part C: Post Construction

- To compile the information and prepare a final report.
- To assist in the preparation of "As-Build Drawings; and
- To prepare completion reports of the subprojects.

### 3. SCOPE OF THE CONSULTANT

**Senior Bridge Engineer** shall be based at the Transport Infrastructure Directorate and shall directly report to the Director, IDOs and PRDOs. S/he shall monitor construction methods and quality control system adopted in the IDOs/PRDO's to ensure that quality of works conforms to the requirements of the specifications and standards. He shall be assisted by both TID and IDOs/PRDOs team in implementing the overall Quality Management Process.

The Consultant shall work under the management of the Transport Infrastructure Directorate (TID), Hetauda. He/She shall work under the guidance of the Director, Senior Divisional Engineer or his/her authorized representative. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in **Para "2."** of this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to:

- Carry out detail review of Standard, Guidelines and other publications of DoR and other organization including Project Operation Manual, Quality Control Handbook, Specifications, Norms, Bridge Standard etc;
- Carry out detail review of DOR and other organization Standards and other publications on bridges (Steel, RCC, PS-RCC);
- Establish official communication with Bridge Branch, DOR for sharing experiences/ knowledge on design and construction of bridge works particularly on pre-stressed RCC bridges, bore-pile/ micro-piling in foundation works etc;
- Coordinate with Local Roads Bridge Program (LRBP) during the verification of DPRs received from TID, IDOs and PRDOs equally for their support for supervision in the critical stages of bridge construction including verification of test pile, conformation of effective pile length/depth, profiling of pre-stress cables, verification of quality tests of the cables etc;
- Develop initial screening checklist/guidelines for critical review of designs-drawings and cost- estimates (*submitted by Consultants*) before entering into detail check if so required;
- Review each DPR of bridges and culverts submitted to TID in order of priority and up-date in all respects for possible bidding;
- Monitor approved Program for Works, Quality Assurance Plan, Quality Control and quality test results of each bridge and culvert works;
- Prepare inventory of the Bridges and other river crossing structures as per requirements of the Investment Plan of the province government;
- Coordinate with technical staffs of different IDOs and PRDOs on maintaining quality in all respects in each bridge and culvert works;
- Make sure each IDOs, PRDOs maintain records of As-Built drawings of each bridge;
- Assist TID in operation of Bridge Management System and all other works concerning to river crossings including bridges and culverts.

- To facilitate in preparation of design standards of provincial bridges, Quality Control Monitoring Handbooks, the Interim Quality Assurance Manual and other documents related with planning, designing and construction of Provincial Bridges;
- Others as and when asked by the Director of TID in connection with the bridge project works.

#### 4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED for **Senior Bridge Engineer**

##### **Qualification and General Experience**

- Master's Degree in **Structure or Bridge Engineering** or equivalent from a recognized University/Institution.
- with minimum general works experience of **10** years and specific works experience of **8** years in planning, design, construction, supervision and quality control in **bridge** projects including at least **6** years work experience as a project manager or team leader in **Construction of RCC/PSC Bridge Projects**.
- Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

##### **Specific Experience**

- At least **8** years in planning, design, construction, supervision and quality control in **bridge projects**
- At least **6** years work experience as a project manager or team leader in **RCC/PSC Bridge Projects**. with good leadership in team and coordination with central offices and districts.

#### 5. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

- Candidate will be informed for negotiation to confirm the remuneration or salary after evaluation of EOI and Interview
- The consultant shall be paid by TID, Bagmati Province every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by TID Director or his/her authorized representative.
- Dedicated working space shall be provided to the **Senior Bridge Engineer**.

#### 6. CONSULTANT REPORTING OBLIGATION

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

#### 7. DURATION OF CONSULTANT'S SERVICE

The services shall start tentatively from **1<sup>st</sup> December 2023 to 15<sup>th</sup> July 2025** and may be extended as required by the clients. The contract shall be terminated if the Office does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the TID.



## **8. DUTY STATION**

The duty station is in TID, Bagamati Province Hetauda and frequent visit of project districts as per requirements with prior approval of TID Director.

## **9. SELECTION OF THE CONSULTANT**

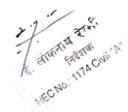
The consultant's EoI will be evaluated on the basis of following selection criteria stated on government rules and Public Procurement Act & Regulation 2063/2064 & its latest amendment. Then the selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection) then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement to be done with TID.

## **10. TAXATION**

The consultant shall be fully responsible for paying all the taxes in the income as per regulations of government of Nepal. The consultant may wish to get registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plans/he takes up.

## **11. AGREEMENT**

The Consultant shall be required to enter into an agreement with the TID Bagamati province,



## Curriculum Vitae

Applied for the post of:

### A. Personal Background

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

### B. Academic Qualification (Latest on the top)

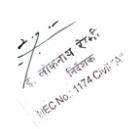
University	Degree	Year	Division

### C. Training

Institution	Training on	Duration

### D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				
Others				
a.				
b.				
c.				
<b>Note:</b>				



**E. Work experience, Including consultancy Service ( If more than one, fill accordingly creating tables)**

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

**F. Computer Skill**

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

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

**Certification:**

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

.....

**Signature**

**Full name:**

**Date**



## Annex I: Terms of Reference (ToR)

# TERMS OF REFERENCE

## A) Senior Bridge Engineer

### 1.0 INTRODUCTION

Transport Infrastructure Directorate (TID) was established in 2018 under the Ministry of Physical Infrastructure Development in order to develop transport infrastructures including roads and bridges in Bagmati Province. The main aim of the organization is to develop plans, policy, programs, guidelines, and specifications for the construction of transport infrastructure and implement the design, construction and maintenance works of roads, bridges, trail bridges etc, with efficiencies and effective way self or through the under offices. The TID is the central authority of Bagmati Province Government charged with the responsibilities for enhancing the economic and social development of the Province by linking various geographical and economic regions through the provincial strategic transport net work..TID is responsible for linking rural areas of the Province with markets to support various economic activities and projects related with tourism, agricultural, electrical, industrial and other sectors of Nepal. Moreover, the key role of the Directorate lies with preparing plans, policies, and programs regarding the development of physical infrastructures such as roadways, railways, waterways, subways, flyovers, and ropeways; transport and transit management and its operation related plans, policies, and programs; its implementation; monitoring and evaluation; inspection.

Province government, Ministry of Physical Infrastructure Development, Transport Infrastructure Directorate has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, environment assessment and supervision of various **bridges** and support the 6 (Six) Infrastructure Development Office (IDO) and 2 (Two) Provincial Road Division Office (PRDO)

The **Senior Bridge Engineer** will be a Senior Civil Engineer having Master's Degree in **Structure or Bridge Engineering** or equivalent from a recognized University/Institution with minimum general works experience of **10** years and specific works experience of **8** years in planning, design, construction, supervision and quality control and testing during implementation of **bridge** projects. He should have at least **6** years work experience as a project manager or team leader in **Construction of RCC/PSC Bridge Projects**.. Bridge Engineer shall have excellent written and oral communication skills in English and Nepali; strong interpersonal skills and ability to work in a multi disciplinary team; and ability to work independently. It is mandatory that the proposed Senior Bridge Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2005.

### 2.0 Objectives/Purpose of the Assignment

The TID requires the services of a qualified and experienced engineer (herein with referred to as "Senior Bridge Engineer") to support TID in implementation of **bridge** projects in planning, design, construction, quality control as well as critically review the quality of procurement, contract administration, orient IDO's/PRDO's on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in civil engineering in planning, designing, surveying, construction, supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the TID Director.

The Specific objectives of the consultancy services are as follows:

**Part A: Project planning, design and cost estimation**

- He/she will support TID director /IDO's/PRDO's chief for overall project management activities for successfully achieving the project targets.
- To closely support the project implementing offices in their overall operation by supporting TID director /IDO's/PRDO's chief and other senior staff based on her/his knowledge of the project management.
- To assist the TID and IDOs/PRDO's in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for Construction of the bridges and bridge structures and advice some correction with reference to the Nepal Rural Road Standard, Nepal Road Standard, Standard specification for roads and bridges and other relevant norms.
- Support directly IDO's/PRDO's as well as TID to review bid documents, bid evaluation and capacity assessment of IDOs/PRDO's in proper contract administration all procurement works related to bridge projects.
- To support and guide the IDOs/PRDO's and TID in social as well as environmental safeguard and resettlement works environmental by coordinating the consultants associated with the IDO's/PRDO's during review of the DPR of the projects.
- To coordinate with environmental consultants associated with the TID during review of the DPR of projects.
- To provide other technical and managerial support so as to enhance TID/IDOs/PRDO's capability to plan, implement and maintain various projects.

**Part B: Supervision of Bridge works**

To visit of IDOs/PRDO's Frequently and review, progress, quality control and advice for correction and monitor works, quality control of works and contract management and recommend for corrective measures if necessary.

- To identify areas of problems and challenges during implementation of projects and also check if the instruction and communications with IDOs/PRDOs, contractor are complying them. If not identify the reasons and recommend on corrective measures.
- To assist in preparation of Quality Assurance Plan, check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- To identify areas of problems of IDOs/PRDO's in proper record keeping, taking timely contract based actions including application of liquidated damages or termination of contract based on case by case basis, and orients them in proper implementation of the provisions of the contract agreement.
- To ensure quality of the works implemented under the project with adequate field supervision
- To ensure timely completion of the works implemented under the project.
- To working collaboratively with engineers, environmentalists, sociologists, planners and policy makers in the multi-disciplinary teams
- To manage projects and support on project tasks, with or under the leadership of other specialists, to ensure delivery to the high standards expected services.
- To support and guide the Road Engineers of IDOs/PRDO's in all activities.
- To support the TID/IDOs/PRDOs for planning and design of Roads/Bridges that is constructed by province government.
- To guide the TID/IDOs/PRDOs technical staff for the preparation of DPRs of Roads/Bridge sub-projects.
- To support the TID/IDOs/PRDOs for implementation of quality assurance and quality control systems.

- To guide the TID/IDOs/PRDOs technical staff for the quality control of the construction works.
- To monitor the roads/ bridges construction work in the districts regarding the compliance of specification of the works as per contract agreement.

### **Part C: Post Construction**

- To compile the information and prepare a final report.
- To assist in the preparation of "As-Build Drawings; and
- To prepare completion reports of the subprojects.

### **3.0 Scope of Consulting Services**

The consultant will prepare and provide technical inputs particularly in civil engineering Road sector field in organizing, planning including survey, design, construction, supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. S/he will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The senior transport engineer together will work under guidance of the project director, TID and in close cooperation with IDO's/PRDO's. He/she will also assist the TID in the review and approval of design modifications which may be required during the construction phase.

The Consultant shall work under the management of the Transport Infrastructure Directorate (TID), Hetauda. He/She shall work under the guidance of the Director, Senior Divisional Engineer or his/her authorized representative. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in **Para "2."** of this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to:

- Carry out detail review of Standard, Guidelines and other publications of DoR and other organization including Project Operation Manual, Quality Control Handbook, Specifications, Norms, Bridge Standard etc;
- Carry out detail review of DOR and other organization Standards and other publications on bridges (Steel, RCC, PS-RCC);
- Establish official communication with Bridge Branch, DOR for sharing experiences/ knowledge on design and construction of bridge works particularly on pre-stressed RCC bridges, bore-pile/ micro-piling in foundation works etc;
- Coordinate with Local Roads Bridge Program (LRBP) during the verification of DPRs received from TID, IDOs and PRDOs equally for their support for supervision in the critical stages of bridge construction including verification of test pile, conformation of effective pile length/depth, profiling of pre-stress cables, verification of quality tests of the cables etc;
- Develop initial screening checklist/guidelines for critical review of designs-drawings and cost-estimates (*submitted by Consultants*) before entering into detail check if so required;
- Review each DPR of bridges and culverts submitted to TID in order of priority and up-date in all respects for possible bidding;
- Monitor approved Program for Works, Quality Assurance Plan, Quality Control and quality test results of each bridge and culvert works;
- Prepare inventory of the Bridges and other river crossing structures as per requirements of the Investment Plan of the province government;
- Coordinate with technical staffs of different IDOs and PRDOs on maintaining quality in all respects in each bridge and culvert works;
- Make sure each IDOs, PRDOs maintain records of As-Built drawings of each bridge;

- Assist TID in operation of Bridge Management System and all other works concerning to river crossings including bridges and culverts.
- To facilitate in preparation of design standards of provincial bridges, Quality Control Monitoring Handbooks, the Interim Quality Assurance Manual and other documents related with planning, designing and construction of Provincial Bridges;
- Others as and when asked by the Director of TID in connection with the bridge project works.

### **Duties and Responsibilities**

- Lead, plan, train, and supervise the work of engineering staff responsible for design, construction, and transportation engineering; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Provide training and guidelines to concerned IDOs, PRDO's and TID staff in different technical and awareness aspects including survey, design Specification and implementation.
- Facilitation, guidance and close coordination with TID and IDOs/PRDO's team in preparation of the engineering designs, estimates, bidding documents for the civil works and transportation
- Critically evaluate/ review and provide verification of DPRs of **bridges** projects prepared by IDOs/PRDO's.
- Close monitoring and follow-up of the progress of the construction contracts under execution of IDOs/PRDO's.
- Assist the IDOs/PRDO's and TID in all technical matters and procurement processing for the project.
- Assist the IDOs/PRDO's to conduct baseline surveys on socioeconomic and transport related indicators.
- Assist the IDOs/PRDO's to implement the project in conflict situation and apply the communication strategy proposed by the project.
- Assist in preparation of Procurement Plan (PP)
- Assist the IDOs/PRDO's and TID for Bid invitation, Bid evaluation and awarding the contracts for the proposed contracts, if needed.

- Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- Assists in preparing Quality Assurance Plan (QAP) of the work activities.
- Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- Check the variation orders and assists the IDOs/PRDO's and IDD in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDOs/PRDO's or TID.
- Maintain all the records and reports according to the TID requirements.
- Assist TID to prepare M & E reports as per the prescribed formats.
- Assist in preparing completion reports of all sub-projects.
- Attend and participate in project meetings and provide inputs on technical/engineering matters at the time of preparing annual plan, trimester and annual progress report. Prepare appropriate mechanism to monitor project progress reports after field verification. Provide feedbacks and maintain regular communication with related field and TID staff.
- Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by TID in connection with the project works.

#### 4.0 Qualification and experiences of the Consultant

The consultant shall have minimum Master's Degree in **Structure or Bridge Engineering** or equivalent from a recognized University/Institution. with general works experience of **10** years and specific works experience of **8** years in construction supervision and quality control of bridges and also work at least **6** years as project manager or team leader in construction of RCC/PSC Bridge work.

#### 5.0 Duration of the Services

The consultant's duration of service will be for a period of **19.5** month. The consultant expected to work full time office hours.

#### 6.0 Duty Station

The consultant shall perform works for;

- a) TID , Bagamati Province, Hetauda and frequent visit of 13 districts/ IDOs/PRDO's and site as per requirement with prior approval of **TID Director**.

#### 7.0 Remuneration

- The consultant shall be responsible for all taxes and duties including income tax. The consultant shall be registered in VAT after agreement as per Government of Nepal rules and regulations;
- In case of travel requirement outside Hetauda and within Nepal for project related assignments, consultant shall be paid travel expenses on actual basis and suitably determined subsistence allowance to cover all other costs including accommodation.

- Total cost of the proposed consultancy services is estimated to be **NRs 46,08,630.00**. This includes remuneration of the consultant for **19.5 months** as approved by the project.

## 8.0 Logistic Support

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

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

## 9.0 Reporting obligation

- Monthly overall progress report.
- Develop appropriate reporting formats as required
- Proceeding of workshop and training if required; and
- Final report at the end of the assignment.
- Project's DPR review report
- Procurement Management report
- Financial report comprising of all the project expenditure
- Construction supervision report
- Material Testing Report
- Other reports as asked by and IDD in connection with the project work.

## 10.0 Payment

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

## 11.0 Taxation

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

## 12.0 Time Schedule

The consultant expected to work full time office hours in accordance with TID, directed time schedule as per Agreement.