

**Purbanchal University**  
**Faculty of Medical and Allied Sciences**  
**Gothgaun, Morang**

**Term of Reference (TOR) Document**

**For**

**Consulting Services**

**for**

**Detail Architectural/Engineering Design, Structural  
Analysis, Cost Estimate, Tender Documents Preparation  
and Construction Supervision of Hostel Building**

**May 2017**

## Terms of References

The objective of Terms of Reference (TOR) document is to clearly define, the scope of work in all the significant aspects that need to be addressed while preparing the Detailed Design of Building.

### Scope of work

The Detailed Design of Building services to be procured within the scope of this ToR are geared towards survey and design of multi-storied building structures enclosed in Annexure 1 shall be the starting point of this assignment. However, given that the accuracy of information in the list requires updating. It is, therefore, the responsibility of the consulting firm to update them through field verification and also include all the requirements that are missing from this list. Upon updating database in consultation with client and site verification, detailed architectural and engineering calculations and design including cost estimate and tender document preparation is envisaged to be achieved by the consultant as output of works.

### Objective and purpose

The overall objective, towards which this assignment will contribute, is to design a hostel in PUCMAS , gothgaun, Morang , framed structure according to applicable/established norms and code in Nepal. The purpose of this assignment is to achieve architectural design using suitable Software, 2/14 engineering analysis using software SAP or STAAD Pro and detailed design leading implementation as intended by the Client. Also at present there are around 250 students studying under the faculty of medical and allied sciences in PUCMAS.

### Criteria for Short listing

The following criteria will be applicable for evaluating the submitted Expression of Interests for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria: (1) Eligibility Criteria (Pass/Fail); (2) Ranking Criteria (according to PWD).

#### Eligibility Criteria (Pass/Fail) (Mandatory)

All Consulting Firm(s) must fulfill the following eligibility criteria to be considered for short listing.

1. Corporate Registration
2. Tax Clearance or/ Renewal of Tax Certificate (F.Y. 72/73)
3. Value added Tax (VAT) Office Registration
4. Minimum of Five years of Standing (Applicable to lead partner in case of JV)

#### Ranking Criteria

The Consulting Firm(s) submitting the Expression of Interest will be selected on the basis of the information on the criteria as given by PWD ( Public work Derectives) government of Nepal.

SN	Particulars	Allocated Max. Marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	
2	Work experience of the firm(s) in Similar Projects	

3	Experiences of Works in Similar Geographical Region/Area.	
4	Availability of permanently employed Professional Key Staff with Suitable Qualifications	
5	Financial Capability	

Note A: Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm.

Note B: A successful Firm or JV shall secure minimum 70% of the total marks and minimum qualifying marks for Experience in Similar jobs during the last 5 years shall 50% of that segment.

**Information to the Firms**

The Consulting Firm(s) are required to complete the following forms in addition to other information regarding their organization. Information submitted need to be supported with necessary proving documents. In case of a JV please complete these forms individually for each partner, putting their forms together in sequence. A firm can have JV with only one firm.

**1. General Experience of the Firm(s) in Consulting Services in Civil Engineering Works during the last 5 years**

Building, Feasibility Study or Detailed Survey and Design of Road, Bridge, Hydropower, Irrigation, Water Supply and Sanitation, Transmission Line, GIS Mapping etc (Only the project having contract amount one million)

SN	Name of Project (Consulting Services)	Contract Amount	Year of Completion

- Should be supported by work Completion Certificates with date of start, date of completion provided by the Clients.

**2. Work Experience in similar projects during the last 5 years**

University Building, College. School or similar Building Projects related design and Supervision Works

SN	Name of Project (Consulting Services)	Contract Amount	Year of Completion


- Should be supported by work Completion Certificates with date of start, date of completion provided by the Clients.
- Only the building projects having total area greater than 10,000 Sq.ft.

**3. Experiences in Geographical Region/Area\***

Experience building projects in Nepal during the last 10 years.

SN	Name of Project (Consulting Services)	Location of the Project	Year of Completion

- Should be supported by work Completion Certificates with date of start, date of completion provided by the Clients.
- List only the building projects

**4. Availability of Professional Experts with Suitable Qualifications**

List of Professional Experts available for the projects.

Type	Name	Designation	Qualification	Experience in Years

- The firm(s) should submit the CVs and certificate of the key personnel to be involved in the project.

The qualification and experience of Key Staffs shall be as follows

Key Staffs	Qualification and Experience
Team Leader	Masters Degree in Civil Engineering, Architect with experience of more than ten years or Bachelors Degree in Civil Engineering, Architect with experience of more than fifteen years.
Project Architect	Masters Degree in Urban Planning with experience of more than

	five years or Bachelors Degree in Architect with experience of more than ten years.
Structural Engineer	Masters Degree in Structural Engineering with experience of more than five years or Bachelors Degree in Civil Engineering with experience of more than ten years.
Supervision Engineer	Bachelors Degree in Civil Engineering with experience of more than five years.
Electrical Engineer	Masters Degree in Electrical Engineering with experience of more than five years or Bachelors Degree in Civil Engineering with experience of more than ten years.
Sanitary Engineer	Masters Degree in Sanitary Engineering with experience of more than five years or Bachelors Degree in Civil Engineering with experience of more than ten years.
HVAC Engineer	Masters Degree in Mechanical Engineering with experience of more than five years or Bachelors Degree in Civil Engineering with experience of more than ten years.
Quantity/Procurement Expert	Masters Degree in Construction Management or Engineering Management with experience of more than five years.
Geotechnical Engineer	Master Degree in Geotechnical Engineering with minimum 5 years experience in related field.
Draft Person	Diploma in Architect with experience more than two years.

## 5. Financial Capacity

Annual Turnover of the Firm(s) for the previous three fiscal years.

SN	Fiscal Year	Annual Turnover (NRs.)

Note: the above information should be supported by the auditor's reports of the corresponding fiscal year or Tax Clearance.

## 6. Office Equipment and Facilities

List the office equipment, vehicles & facilities available with and owned by the firm(s)

SN	Equipment /Facilities	Quantity	Owned	Hired