



**Gandaki Province Government**  
**Ministry of Physical Infrastructure Development & Transport Management**  
**Road, Bridge and Provincial Building Office**  
**Pokhara, Kaski**

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

**PROPOSAL FOR INDIVIDUAL CONSULTANT's SERVICE**  
**Building Expert (Structural Engineer)**

**Project Name: Procurement of hiring of Individual Consultant (Building Expert /Structural Engineer)**  
**EoI: RBPBO/KASKI/Individual Consultant/EOI/02/083-84**  
**Office Name: Road, Bridge and Provincial Building Office**  
**Office Address: Kaski**  
**Issued on: 2083/06/13**  
**Financing Source: Gandaki Province Government**  
**Fiscal Year: 2083/84**

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**Gandaki Province Government**  
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**Pokhara, Kaski**

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

**Date of Re-Publication: 2083/06/13 (2026/09/29)**

1. Gandaki Province government, Ministry of Physical Infrastructure Development & Transport Management, **Road, Bridge and Provincial Building Office, Kaski** has allocated fund to be used for consulting services for planning, design, implementation, supervision and quality control of provincial building projects from hiring eligible Individual Consultant (National) as mentioned below.

| S.N. | Post                                     | Nos                                                       | Qualification and Work Experiences                                                                                                                                                                                                                                                                  |
|------|------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Building Expert<br>(Structural Engineer) | 1(One)<br>(Duration of service shall be up to 2084/03/25) | Master's Degree in Structural Engineering or equivalent with minimum general works experience of 10 years and specific works experience of 8 years in planning, detailed design or construction supervision and quality control of least 4 government/commercial buildings within the last 4 years. |

2. Interested eligible consultants may obtain further information at the address: **Road, Bridge and Provincial Building Office, Kaski**, and the EoI document can be downloaded from <https://rbpbo.gandaki.gov.np>.
3. Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach **Road, Bridge and Provincial Building Office, Gandaki Province, Kaski, Pokhara** no later than **2083/06/20 (2026/10/06)** 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. Eligible candidates are requested to submit all necessary documents and certificates in a sealed envelope. All documents must be neatly organized and bound using plastic binding.
7. The selection shall be carried out based on the approved evaluation criteria in accordance with the Public Procurement Act, 2063 and Public Procurement Regulations, 2064, including subsequent amendments.
8. A total of 20 marks shall be allocated for academic qualifications, 60 marks for general and specific work experience, and 20 marks for the interview. The consultant must obtain a minimum of 48 marks out of 80 marks in the EOI evaluation to qualify for shortlisting.
9. The selection of the consultant shall be made based on the **merit list prepared after the evaluation of the EOI and interview**, in accordance with the approved **Quality-Based Selection Method**. The selected candidate shall subsequently be invited for negotiation regarding remuneration and other terms and conditions prior to entering into a formal contract agreement.
10. For further details, contact 061-465106, 061-466300.

## 1 INTRODUCTION

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 11 districts. One district namely Nawalparasi was split between two provinces. Minister of Physical Infrastructure Development & Transport Management was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPIDTM manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related to roads, bridges, and provincial buildings infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transport Management, Road, Bridge and Provincial Building Office (RBPBO) has allocated funds for engaging an eligible Individual Consultant (National) as Building Expert (Structural Engineer) to provide professional structural engineering and technical support for the planning, implementation, supervision, and quality control of provincial building construction and maintenance/repair works. The consultancy service shall primarily support the RBPBO, Kaski, in the implementation of multi-year and annual provincial building projects. Technical support to concerned Infrastructure Development Offices (IDOs) may be provided when required and assigned by the RBPBO in the implementation of multi-year and annual provincial building projects and shall primarily focus on structural safety, integrity, stability, resilience, and quality of the works.

## 2 OBJECTIVE OF CONSULTING SERVICES: Building Expert (Structural Engineer)

- A) General:** To provide professional structural engineering and technical support primarily to the RBPBO, Kaski, for the effective implementation of multi-year and annual provincial building construction and maintenance/repair works, with particular emphasis on structural safety, integrity, stability, resilience, and quality through structural review, technical assessment, construction supervision, monitoring, and Quality Assurance and Quality Control (QA/QC).
- B) Specific:**

The specific objectives of the consultancy services are as follows:

### **Part A: Project Planning, Structural Review and Technical Support**

- i. To assist the RBPBO in the planning and implementation of provincial building construction and maintenance/repair works and provide technical support to IDOs when required.
- ii. To review and provide structural inputs on designs, drawings, specifications, calculations, cost estimates, and other relevant technical documents.
- iii. To conduct site inspections and structural assessments and provide recommendations based on site conditions and project requirements.
- iv. To provide technical inputs on structural design modifications, strengthening measures, variations, and other structural issues arising during project implementation.
- v. To provide structural engineering guidance and technical support to the engineers and technical staff of the RBPBO in technical decision-making and project implementation.

### **Part B: Construction Supervision, Structural Integrity and Quality Control**

- vi. To assist the RBPBO in the supervision, monitoring, and technical evaluation of building construction and maintenance/repair works.
- vii. To monitor critical structural works and ensure compliance with approved designs, drawings, specifications, applicable codes, standards, and contract requirements.

- viii. To monitor the quality of materials, workmanship, and construction methodologies and support the implementation of effective **Quality Assurance and Quality Control (QA/QC)** procedures.
- ix. To identify structural deficiencies, construction deviations, defects, and potential risks and recommend appropriate corrective measures.
- x. To provide technical advice at critical stages of construction to ensure structural safety, integrity, stability, durability, and long-term performance of buildings.

### **Part C: Project Monitoring, Technical Verification and Documentation**

- xi. To assist the RBPBO in monitoring the physical and technical progress of multi-year and annual building projects.
- xii. To assist in the technical verification of executed works, Interim Payment Certificates (IPCs), variations, contractor claims, and other relevant technical submissions, as required.
- xiii. To provide technical inputs for resolving structural and construction-related issues and support effective project and contract management.
- xiv. To prepare or assist in the preparation of periodic technical inspection and progress reports, including structural observations and recommendations.
- xv. To assist in the preparation and verification of **As-Built Drawings**, completion documentation, and final technical reports related to the works.

## **3 SCOPE OF THE CONSULTANT**

The Building Expert (Structural Engineer) shall be primarily based at the Road, Bridge and Provincial Building Office (RBPBO), Kaski, and shall provide professional structural engineering and technical support for the implementation of multi-year and annual provincial building construction and maintenance/repair works. The Consultant shall provide technical inputs on project planning, structural design review, site inspection, structural assessment, construction supervision, progress monitoring, and Quality Assurance and Quality Control (QA/QC). The Consultant shall review relevant technical documents, monitor critical structural works, ensure compliance with approved designs, specifications, applicable codes and standards, and recommend appropriate corrective measures for structural and technical issues.

The Consultant shall work under the guidance and supervision of the Office Chief, RBPBO, Kaski, and provide technical support to concerned IDOs only when required and assigned by the RBPBO.

## **4 MINIMUM QUALIFICATION & EXPERIENCE REQUIRED for Building Expert (Structural Engineer)**

### **Qualification and General Experience**

- i. Master's Degree in Structural Engineering or equivalent with minimum general works experience of 10 years
- ii. Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

### **Specific Experience**

- i. specific works experience of at least 8 years in planning, detailed design or construction supervision and quality control of at least 4 numbers of government/commercial buildings within the last 4 years.
- ii. **8 years of specific experience** in planning, structural design/review or construction supervision, and quality assurance and quality control (QA/QC) of building construction projects.

- iii. Experience in the implementation and supervision of **multi-year and large-scale building construction projects** shall be preferred.
- iv. Experience in structural assessment, technical inspection, and ensuring compliance with applicable building codes, standards, specifications, and approved designs shall be an advantage.

## 5 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

- i. Candidate will be informed for negotiation to confirm the remuneration or salary after evaluation of EOI and Interview
- ii. The consultant shall be paid by RBPBO, Kaski every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by RBPBO Chief or his/her authorized representative.
- iii. Dedicated working space shall be provided to the Building Expert (Structural Engineer).

## 6 CONSULTANT REPORTING OBLIGATION

The Consultant shall prepare and submit the following reports and documents as required by the RBPBO:

- i. Monthly work plan and progress report.
- ii. Field visit and technical inspection reports, as applicable.
- iii. Structural observations, assessments, and technical recommendations.
- iv. Reports on significant structural issues, deficiencies, deviations, and recommended corrective measures.
- v. Technical inputs and reports related to structural design review, QA/QC, and construction supervision, as required.
- vi. Final report summarizing the major activities, findings, technical recommendations, and services provided during the assignment.
- vii. Other technical reports as required by the RBPBO in connection with the assigned consultancy services.

## 7 DURATION OF CONSULTANT'S SERVICE

The Consultant's period of service shall be up to **2084/03/25 B.S.** The contract shall be terminated if the Office does not need the consultant's service due to the project's internal management or deficiency of budget or unsatisfactory performance of the consultants as evaluated by the RBPBO, Kaski.

## 8 DUTY STATION

- i. The duty station of the consultant shall be the **Road, Bridge and Provincial Building Office (RBPBO), Pokhara, Kaski.**
- ii. The consultant shall be required to make frequent visits to project sites and concerned districts as required for the effective performance of assigned duties, with the prior approval of the **Office Chief, RBPBO, Kaski.**

## 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 RBPBO, Kaski.

## **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 selected Building Expert (Structural Engineer) shall be required to enter into a formal consultancy agreement with the Road, Bridge and Provincial Building Office (RBPBO), Kaski, in accordance with the prevailing laws, regulations, and approved terms and conditions of the consultancy service.

## 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.       |          |         |         |         |

**Note:**

|              |         |         |         |
|--------------|---------|---------|---------|
| 1. Excellent | 2. Good | 3. Fair | 4. Poor |
|--------------|---------|---------|---------|

### **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               |           |      |      |         |
| Bridge 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**  
**For**  
**Building Expert (Structural Engineer)**

## **1 INTRODUCTION**

Gandaki Province was established in accordance with Schedule 4 of the Constitution of Nepal, comprising eleven districts. The Ministry of Physical Infrastructure Development and Transport Management was established to formulate provincial policies, plans, programs, and projects related to physical infrastructure development and to oversee their implementation, regulation, and monitoring.

The Ministry is responsible for formulating and implementing provincial policies, laws, plans, standards, and programs related to physical infrastructure, including provincial roads, bridges, and buildings.

The Gandaki Province Government, Ministry of Physical Infrastructure Development and Transport Management, through the Road, Bridge and Provincial Building Office (RBPBO), Kaski, has allocated funds for the procurement of an eligible Individual Consultant (National) as Building Expert (Structural Engineering) to provide professional technical and structural engineering support for the planning, implementation, supervision, and quality assurance and quality control of provincial building construction and maintenance/repair works.

The consultancy service shall support the RBPBO and Infrastructure Development Offices (IDOs) in the implementation of multi-year and annual provincial building projects, with particular emphasis on structural safety, integrity, stability, resilience, and quality of the works.

The Building Expert (Structural Engineer) shall possess a Master's Degree in Structural Engineering or Construction Management, with a minimum of 10 years of general professional experience and 8 years of specific experience in planning, construction supervision, and Quality Assurance and Quality Control (QA/QC) of building projects.

The consultant shall have sound technical knowledge and practical experience in structural engineering, building construction, construction supervision, and quality control. The consultant shall also possess good written and oral communication skills in both Nepali and English, strong interpersonal skills, the ability to work effectively with multidisciplinary teams, and the ability to perform assignments independently. It shall be mandatory for the proposed Building Expert (Structural Engineering) to be registered with the Nepal Engineering Council (NEC) in accordance with the prevailing laws and regulations of Nepal.

## **2 Objectives/Purpose of the Assignment**

The Road, Bridge and Provincial Building Office (RBPBO), Kaski requires the services of a qualified and experienced Building Expert (Structural Engineer) (hereinafter referred to as the “Consultant”) to provide professional structural engineering and technical support for the effective implementation of multi-year and annual provincial building construction and maintenance/repair works.

The Consultant shall primarily support the RBPBO, Kaski in structural review, technical assessment, construction supervision, monitoring, and implementation of Quality Assurance and Quality Control (QA/QC) procedures. The Consultant may also provide technical support to the concerned Infrastructure Development Offices (IDOs) when required and assigned by the RBPBO.

The assignment shall primarily focus on ensuring the structural safety, integrity, stability, resilience,

durability, and quality of provincial building projects and ensuring compliance with approved designs, drawings, specifications, applicable building codes, standards, and contract requirements.

The Consultant shall provide structural engineering inputs and technical guidance to the engineering and technical staff of the RBPBO in technical decision-making and project implementation. The Consultant shall also provide technical inputs on structural design modifications, strengthening measures, variations, technical submissions, and other matters requiring structural engineering expertise.

The Consultant shall conduct site inspections and structural assessments, monitor critical structural works, review the quality of construction materials and workmanship, identify structural deficiencies or construction deviations, and recommend appropriate corrective measures. The Consultant shall also assist in monitoring the physical and technical progress of projects and, where required, provide technical support in the verification of executed works, Interim Payment Certificates (IPCs), variations, contractor claims, and other relevant technical documents.

The Consultant shall prepare and submit technical inspection reports, progress reports, structural observations and recommendations, and other relevant documentation required for effective implementation and monitoring of the assigned works.

The Consultant shall work under the overall guidance and supervision of the Office Chief, Road, Bridge and Provincial Building Office (RBPBO), Kaski. The RBPBO, Kaski shall be the Consultant's primary duty station, and support to IDOs shall be provided only as required and assigned by the Office.

**The General objectives of the consultancy services are as follows:**

To provide professional structural engineering and technical support primarily to the RBPBO, Kaski, for the effective implementation of multi-year and annual provincial building construction and maintenance/repair works, with particular emphasis on structural safety, integrity, stability, resilience, and quality through structural review, technical assessment, construction supervision, monitoring, and Quality Assurance and Quality Control (QA/QC).

**The specific objectives of the consultancy services are as follows:**

**Part A: Project Planning, Structural Review and Technical Support**

- i. To assist the RBPBO in the planning and implementation of provincial building construction and maintenance/repair works and provide technical support to IDOs when required.
- ii. To review and provide structural inputs on designs, drawings, specifications, calculations, cost estimates, and other relevant technical documents.
- iii. To conduct site inspections and structural assessments and provide recommendations based on site conditions and project requirements.
- iv. To provide technical inputs on structural design modifications, strengthening measures, variations, and other structural issues arising during project implementation.
- v. To provide structural engineering guidance and technical support to the engineers and technical staff of the RBPBO in technical decision-making and project implementation.

**Part B: Construction Supervision, Structural Integrity and Quality Control**

- xvi. To assist the RBPBO in the supervision, monitoring, and technical evaluation of building construction and maintenance/repair works.

- xvii. To monitor critical structural works and ensure compliance with approved designs, drawings, specifications, applicable codes, standards, and contract requirements.
- xviii. To monitor the quality of materials, workmanship, and construction methodologies and support the implementation of effective **Quality Assurance and Quality Control (QA/QC)** procedures.
- xix. To identify structural deficiencies, construction deviations, defects, and potential risks and recommend appropriate corrective measures.
- xx. To provide technical advice at critical stages of construction to ensure structural safety, integrity, stability, durability, and long-term performance of buildings.

### **Part C: Project Monitoring, Technical Verification and Documentation**

- xxi. To assist the RBPBO in monitoring the physical and technical progress of multi-year and annual building projects.
- xxii. To assist in the technical verification of executed works, Interim Payment Certificates (IPCs), variations, contractor claims, and other relevant technical submissions, as required.
- xxiii. To provide technical inputs for resolving structural and construction-related issues and support effective project and contract management.
- xxiv. To prepare or assist in the preparation of periodic technical inspection and progress reports, including structural observations and recommendations.
- xxv. To assist in the preparation and verification of **As-Built Drawings**, completion documentation, and final technical reports related to the works.

## **3 Scope of Consulting Services**

The Building Expert (Structural Engineer) shall be primarily based at the Road, Bridge and Provincial Building Office (RBPBO), Kaski, and shall provide professional structural engineering and technical support for the implementation of multi-year and annual provincial building construction and maintenance/repair works. The Consultant shall provide technical inputs on project planning, structural design review, site inspection, structural assessment, construction supervision, progress monitoring, and Quality Assurance and Quality Control (QA/QC). The Consultant shall review relevant technical documents, monitor critical structural works, ensure compliance with approved designs, specifications, applicable codes and standards, and recommend appropriate corrective measures for structural and technical issues. The Consultant shall work under the guidance and supervision of the Office Chief, RBPBO, Kaski, and provide technical support to concerned IDOs only when required and assigned by the RBPBO.

## **4 Duties and Responsibilities**

- i. Provide professional structural engineering and technical support to the RBPBO, Kaski, for the planning and implementation of multi-year and annual provincial building construction and maintenance/repair works.
- ii. Review structural designs, drawings, specifications, structural calculations, cost estimates, and other relevant technical documents related to building projects.
- iii. Conduct site inspections and structural assessments and provide recommendations based on site conditions, structural requirements, and applicable codes and standards.
- iv. Provide technical guidance and structural engineering inputs to the RBPBO engineering and technical staff in project implementation and technical decision-making.
- v. Provide technical support to concerned IDOs on building and structural matters only when required and assigned by the RBPBO.
- vi. Monitor critical structural works and ensure that the works are carried out in accordance with approved designs, drawings, specifications, applicable codes, standards, and contract requirements.

- vii. Monitor construction materials, workmanship, and construction methodologies and support the implementation of Quality Assurance and Quality Control (QA/QC) procedures.
- viii. Review relevant material test results, quality control records, and technical reports and recommend corrective measures where necessary.
- ix. Identify structural deficiencies, construction deviations, defects, and potential risks and recommend appropriate corrective and preventive measures.
- x. Review and provide technical inputs on structural design modifications, strengthening measures, variation orders, and other structural issues arising during project implementation.
- xi. Assist the RBPBO in monitoring the physical and technical progress of building projects and provide recommendations for timely and effective implementation.
- xii. Assist in the technical verification of executed works, Interim Payment Certificates (IPCs), variation orders, contractor claims, and other relevant technical submissions, as required.
- xiii. Assist in maintaining appropriate records of structural inspections, technical observations, test results, quality control activities, and other relevant project documentation.
- xiv. Prepare or assist in the preparation of technical inspection reports, structural assessment reports, progress reports, and other reports as required by the RBPBO.
- xv. Provide technical inputs during project meetings and assist in the preparation of annual plans, periodic progress reports, and other project-related reports.
- xvi. Assist in the preparation and verification of As-Built Drawings, completion reports, and final technical documentation related to the works.
- xvii. Accomplish other structural engineering and technical tasks related to provincial building projects as required and assigned by the RBPBO, Kaski.

## 5 Qualification and Experiences of the Consultant

### Qualification and General Experience

- i. Master's Degree in Structural Engineering or equivalent with minimum general works experience of 10 years
- ii. Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

### Specific Experience

- i. specific works experience of at least 8 years in planning, detailed design or construction supervision and quality control of least 4 government/commercial building within the last 4 years
- ii. **8 years of specific experience** in planning, structural/design review or construction supervision, and quality assurance and quality control (QA/QC) of building construction projects.
- iii. Experience in the implementation and supervision of **multi-year and large-scale building construction projects** shall be preferred.
- iv. Experience in structural assessment, technical inspection, and ensuring compliance with applicable building codes, standards, specifications, and approved designs shall be an advantage.

## 6 Duration of the Services

- ❖ The Consultant's period of service shall be up to **2084/03/25 B.S.** The consultant expected to full-time basis during regular office hours.
- ❖ In the case of termination of contract on the part of the office (client), the letter will inform in writing one 15 days before to the consultant.

- ❖ If the consultant wishes to leave the project, he/she shall mandatorily inform in writing one (1) months before to the RBPBO.

## 7 Duty Station

The primary duty station of the Consultant shall be the **Road, Bridge and Provincial Building Office (RBPBO), Kaski**.

The Consultant may be required to visit project sites and concerned Infrastructure Development Offices (IDOs) within the eleven districts of Gandaki Province, only when required for the assigned works and with the prior approval of the Office Chief, RBPBO, Kaski.

## 8 Remuneration

- ❖ The consultant shall be paid a lump sum amount of remuneration per month, which should include all his/her overheads, social charges and other associated costs including local transportation within Pokhara valley and insurance premium costs.
- ❖ In case of travel requirement outside Pokhara valley 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.
- ❖ 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.
- ❖ 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 RBPBO every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by Office Chief, RBPBO, Kaski, or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ Total cost of the proposed consultancy services is estimated to be NRs **9,94,410 with VAT and contingencies**. This includes remuneration of the consultant for a period up to **2084/03/25** as approved by the project.

## 9 Logistic Support

The Consultant shall be provided other logistic support as below:

- ❖ The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of the RBPBO. The RBPBO may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The RBPBO 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).

## 10 Reporting obligation

- ❖ Monthly overall progress report.
- ❖ Develop appropriate reporting formats as required
- ❖ Proceeding of workshop and training if required
- ❖ Final report at the end of the assignment.
- ❖ Project's DPR review report and recommendation for acceptance of DPR.

- ❖ Procurement Management report
- ❖ Financial report comprising of all the project expenditure
- ❖ Construction supervision report
- ❖ Other reports as asked by and RBPBO in connection with the project work.

## **11 Payment**

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

## **12 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.

## **13 Time Schedule**

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

## **14 Indemnity**

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

## **15 Disposition of Facilities**

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

## **16 AGREEMENT**

The selected Building Expert (Structural Engineer) shall be required to enter into a formal consultancy agreement with the Road, Bridge and Provincial Building Office (RBPBO), Kaski, in accordance with the prevailing laws, regulations, and approved terms and conditions of the consultancy service.