

# Table of Contents



## Request for Proposals

- Section 1. Letters 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

  
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# Request for Proposals

RFP # 004



Country: Nepal

Title of Consulting Services: *District Level Social Mobilization Program*

President Chure-Terai Madhesh Conservation Development Board  
Khumaltar, Lalitpur, Nepal  
2072

## Section 1. Letter of Invitation



Date : 2072/10/15 BS  
Khumaltar, Lalitpur,

Dear.....  
.....

1. Government of Nepal (GoN)/President Chure-Terai Madhesh Conservation Development Board has allocated fund toward the cost of *District Level Social Mobilization Program* and intends to apply a portion of this fund to eligible payments under this Contract.
2. The President Chure-Terai Madhesh Conservation Development Board now invites proposals to provide the five selected consulting services from each districts as mentioned in public notice: to carry out social mobilization program in respective Districts. More details on the services are provided in the attached Terms of Reference.
3. The Request for Proposal (RFP) has been addressed to the following shortlisted firms: Five selected consulting services from Salyan as mentioned in public notice
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,

.....  
Bhim Prasad Paudel  
Under Secretary  
President Chure-Terai Madhesh Conservation Development Board  
Khumaltar, Lalitpur, Nepal

  
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## 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 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) 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 consultant's earlier consulting services) for the same project.
    - b) 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 financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
  - a. defines, for the purposes of this provision, the terms set forth below as follows:

Handwritten signature and a blue stamp with Nepali text.



“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.

- b. 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;
  - c. 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;
  - d. 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
  - e. 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).
- 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.

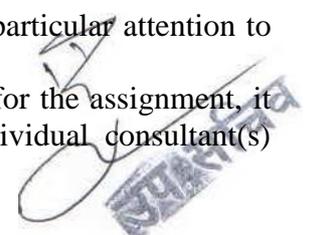
## 3. Preparation of Proposal

- 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:

*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. *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. 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. *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. *Alternative professional staff* shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position. 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):

*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. 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). A description of the methodology and work plan for performing the assignment (Section 3D). 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). CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years. 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). 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. 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 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**

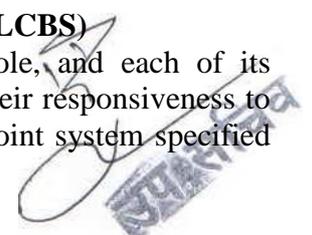
##### **General**

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, FBS, 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 ( $S_t$ ). 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 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 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 of Contract**

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

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- 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

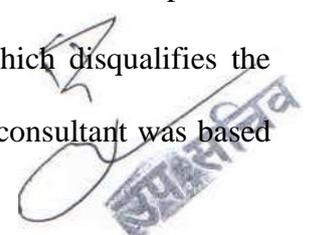
- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

## 9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 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:
- give or propose improper inducement directly or indirectly,
  - distortion or misrepresentation of facts
  - engaging or being involved in corrupt or fraudulent practice
  - interference in participation of other prospective bidders.
  - coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - 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.
  - 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:
- if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
  - if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
  - 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
  - if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
  - if it is proved that the contract agreement signed by the 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.

## Information to Consultants

### DATA SHEET

#### Clause Reference

- 1.1 The name of the Client is: **President Chure-Tarai Madhesh Conservation Development Board , Khumaltar, Lalitpur**  
The method of selection is: QCBS
- 1.2 The name, objectives, and description of the assignment are:  
Name: District Level Social Mobilization Program  
Objectives: To aware local communities and enhance their participation in the conservation and Management of Chure area and local economy development,  
Description: the assignment is to carry out given proposed activities to aware local communities and social mobilization to support the activities of the board for a year in the given district.
- 1.3 A pre-proposal conference will be held: *No*  
The name(s), address(es), and telephone numbers of the Client's official(s) are:  
Name: Bhim Prasad Paudel  
Address: President Chure-Tarai Madesh Conservation Development Board  
Telephone No. : 01-5531311
- 1.4 The Client will provide the following inputs: Orientation to selected consultants about the program, extension published materials about the chure conservation and coordination with local implementing bodies.
- 1.10 The clauses on fraud and corruption in the Contract are: the end of the contract
- 2.1 Clarifications may be requested 7 (seven) days before the submission date  
The address for requesting clarifications is: \_\_\_\_\_  
Facsimile:01-5537511, Email: [mail@chureboard.gov.np](mailto:mail@chureboard.gov.np)
- 3.1 Proposals should be submitted in the following language(s): *English or Nepali*
- 3.3 i. Short listed consultants/entity may associate with other short listed consultants: *No*  
The estimated number of professional staff-months required for the assignment is: **42**  
**Available Budget for Fixed Budget Assignment : NRs. 1,500,000.00**
- ii. The minimum required experience of proposed professional staff is:  
***[Insert title, number of years of professional experience, specific expertise]***  
Program Coordinator should have at least Two years prior experience in the field of social mobilization and natural resource management and minimum Bachelor in Forestry/ Environmental Management/ Sociology, Anthropology & Rural Development/natural resource management.  
Social Mobilizer should have at least two years prior experience in social mobilization and minimum SLC or Equivelant.
- iii. Reports that are part of the assignment must be written in the following language(s):  
**English/Nepali**
- 3.4 iv. Training is a specific component of this assignment: *No*  
*[If yes, provide appropriate information]*
- v. Additional information in the Technical Proposal includes: \_\_\_\_\_
- 3.9 Proposals must remain valid 60 days after the submission date, i.e., until: **2073/01/16**
- 4.3 Consultants must submit an original and one additional copies of each proposal:
- 4.4 The proposal submission address:  
President Chure-Terai Madhesh Conservation Development Board



Khumaltar, Lalitpur, Nepal.

Phone: 01-55317511

Information on the outer envelope should also include :

“Proposal for District Level Social Mobilization Program, for *Salyan District*”

4.5 Proposals must be submitted no later than: **2072/11/16 at 12:00 PM (Nepali time)**

5.1 The address to send information to the Client is:

President Chure-Terai Madhesh Conservation Development Board

Khumaltar, Lalitpur, Nepal.

Phone: 01-5531311

Email: [mail@chureboard.gov.np](mailto:mail@chureboard.gov.np)

5.3 The number of points to be given under each of the evaluation criteria are:

	<u>Points</u>
i. Specific experience of the consultants related to the assignment	<u>[10]</u>
[ <i>Experience on natural resource management</i> ]	
[ <i>Experience on Social Mobilization</i> ]	
[ <i>Experience in Chure, Tarai Madhesh area</i> ]	
ii. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	<u>[30]</u>
[ <i>Proposed activities implementation appro</i> ]	
[ <i>Clear work plan</i> ]	
[ <i>Expected outputs</i> ]	
iii. Qualifications and competence of the key staff for the Assignment	<u>[50]</u>
[ <i>Experience and Qualification of Program Coordinator</i> ]	
[ <i>Experience and Qualification of Social mobilizers</i> ]	
[ <i>Inclusiveness of the proposed team including women, indigenous community, Madhesi, Dalit and Locality</i> ]	
iv. Suitability of the transfer of knowledge program	<u>[10]</u>
[ <i>Development of local resource person</i> ]	
[ <i>Strengthen of local institutions</i> ]	
[ <i>Formation of Green Clubs</i> ]	

Total Points: 100

The number of points to be given under each evaluation sub criteria for qualifications of staff are:

	<u>Points</u>
(i) General qualifications	<u>[30]</u>
(ii) Adequacy for the project	<u>[50]</u>
(iii) <u>Experience in similar terrain [National Staff]</u>	<u>[20]</u>
Total Points:	100

The minimum technical score required to pass : **60**

5.10 The formula for determining the financial scores is the following:

[*Either  $S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration, or another proportional linear formula*]

The weights given to the technical and Financial Proposals are:

T (Technical Proposal) = -----[Normally between 0.8], and

P (Financial Proposal) = ----- [Normally between 0.2]

6.1 The address for negotiations is:

President Chure-Terai Madhesh Conservation Development Board

Khumaltar, Lalitpur, Nepal.

Phone: 01-55317511

7.6 The assignment is expected to commence on **Chitra 15, 2072 in the district**



[Nepal]

District Level Social Mobilization Program

STANDARD REQUEST FOR PROPOSALS

RFP # 004

INFORMATION TO CONSULTANTS

BREAKDOWN OF AGREED FIXED RATES<sup>1</sup>

Consultants		1	2	3	4	5	6	7
Name	Position	Basic Rate <sup>2</sup>	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate
Field Assignment								
Home Office								

Signature of Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

<sup>1</sup> This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

<sup>2</sup> Per month, day, or hour as appropriate.

Development Officer  
 Sunasari District Development Committee



### 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.

  
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### 3A. TECHNICAL PROPOSAL SUBMISSION FORM



To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *District Level Social Mobilization Program in ..... District* in accordance with your Request for Proposal dated.....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:



### 3B. CONSULTANT'S REFERENCES

#### Relevant Services Carried Out in the Last Three 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: \_\_\_\_\_

*(Handwritten signature)*  
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**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.

  
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**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**



  
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### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

#### 1. Technical/Managerial Staff

Name	Position	Task

#### 2. Support Staff

Name	Position	Task

  
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### 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.]

#### 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 of staff member and authorized representative of the consultant] Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



### 3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

  
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### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Field Investigation and Study Items

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

#### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

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## 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. Reimbursables per activity.
- 4F. Miscellaneous expenses.

  
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## 4A. FINANCIAL PROPOSAL SUBMISSION FORM



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:



#### 4B. SUMMARY OF COSTS

Costs	Amount(s)
Subtotal	
Total without VAT	
Value Added Tax	
Total Amount of Financial Proposal	

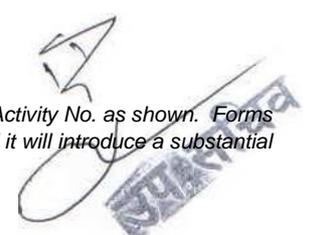
  
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### 4C. BREAKDOWN OF PRICE PER ACTIVITY<sup>3</sup>

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

<sup>3</sup> The client may choose to request Forms 4C, 4D, 4E and 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.





#### 4D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate (Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

  
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#### 4E. REIMBURSABLES PER ACTIVITY

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs <sup>4</sup>				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.



#### 4F. MISCELLANEOUS EXPENSES

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				

  
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## Section 5. Terms of Reference (ToR)



  
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जिल्लास्तरीय सामाजिक परिचालन कार्यक्रमका लागि  
सेवा प्रदायक संस्थाको रुपमा स्थानीय गैर-सरकारी संस्था छनौटको लागि कार्यसूची (TOR)

१. पृष्ठभूमि

चुरे पहाडी श्रृङ्खला नेपालको ३६ जिल्लाहरूमा फैलिएको छ । चुरे तथा तराई मधेशमा बसोबास गर्ने करिब डेढ करोड मानिसको जीवन पद्धतिसंग सम्बन्धित रहेको चुरे क्षेत्र भौगर्भिक रुपमा कमजोर र भूकम्पीय कारणबाट अति जोखिमयुक्त छ । चुरे क्षेत्रको संरक्षण सम्बन्धी विगतका कार्यक्रमहरूको सिकाइ अनि चुरे क्षेत्रको संवेदनशीलतालाई मध्यनजर गर्दै यसको संरक्षण तथा दिगो व्यवस्थापनको लागि विभिन्न निकायहरूसंग समन्वय गरी एकीकृत विकास तथा संरक्षणको कार्यक्रमहरू संचालन गर्न नेपाल सरकारले २०७१ साल असार २ गते “राष्ट्रपति चुरे-तराई मधेश संरक्षण विकास समिति” गठन गरेको हो ।

यस समितिले सरकारी र गैरसरकारी संस्थाहरूको संलग्नतामा कार्यक्रमहरू संचालन गर्ने कार्यनीति लिएको छ । उक्त कार्यक्रमहरूमा चुरे तथा तराई मधेशका बासिन्दाहरूको सहभागिताले नै चुरे क्षेत्रको दिगो व्यवस्थापनमा प्रभावकारी भूमिका खेल्नेछ । चुरे क्षेत्रमा स्थानीय उपभोक्ता समूहहरू, सरकारी तथा स्थानीय निकायहरू र गैरसरकारी संस्थाहरूले संचालन गर्ने कार्यक्रमहरूमा चुरे संरक्षणको अवधारणालाई समायोजन गर्नु आवश्यक देखिएको छ । यसका साथै स्थानीय जनता र स्थानीय स्तरमा सामाजिक विकास तथा संरक्षण सम्बन्धी कार्य गर्ने संघ-संस्थाहरूको क्षमता अभिवृद्धि गर्नु पनि यस समितिको मुख्य लक्ष्य हो । यो परामर्श कार्यले, राष्ट्रपति चुरे-तराई मधेश संरक्षण विकास समितिको स्थापनाको अवधारणा अनुरूप समग्र चुरे क्षेत्रको दिगो व्यवस्थापन गरी यसमा आश्रित चुरे तथा तराई मधेशका जनताहरूको जीवनस्तर उकास्नु रहेको छ ।

यो सामाजिक परिचालन कार्यक्रम यस चालु वर्षसम्ममा चुरे क्षेत्र भएका जिल्लाहरू मध्ये ३० जिल्लामा लागु गरिनेछ । ती जिल्लाहरू इलाम, भ्र्पा, मोरङ, सुनसरी, सप्तरी, सिराहा, उदयपुर, धनुषा, महोत्तरी, सिन्धुली, सर्लाही, रौतहट, बारा, पर्सा, मकवानपुर, चितवन, नवलपरासी, रुपन्देही, कपिलवस्तु, पाल्पा, अर्घाखाँची, दाङ्ग, बाँके, बर्दिया, सुर्खेत, कैलाली, कञ्चनपुर, डडेलधुरा, सल्यान र प्युठान रहेका छन् ।

२. उद्देश्य

चुरे तथा तराई मधेश क्षेत्रमा यस समिति अन्तर्गत सरकारी तथा गैरसरकारी संस्थाहरूले गर्ने चुरे संरक्षण, व्यवस्थापन तथा आर्थिक विकासका कार्यहरूको लागि जनसहभागिता जुटाउन मुख्य उद्देश्य निम्न रहेका छन् :

- चुरे क्षेत्रको संरक्षण, विकास तथा समितिको गठन बारे समुदायमा प्रचार प्रसार गर्ने,
- चुरे संरक्षण तथा नदी व्यवस्थापनको लागि नदी प्रणालीमा स्थानीय उपभोक्ता समूह गठन र सञ्जाल निर्माण तथा क्षमता अभिवृद्धि सम्बन्धी सहजीकरण गर्ने,
- समितिको कार्यक्रमसंग सम्बन्धित जिल्लामा संचालन गरिने वार्षिक कार्यक्रम तर्जुमा गर्न सहयोग गर्ने,
- सम्बन्धित निकाय मार्फत नदी प्रणाली अन्तर्गत सञ्चालन गरिने कार्यक्रमहरूको लागि सामाजिक परिचालन मार्फत जनसहभागीता तथा शसक्तिकरण गर्ने,
- चुरे संरक्षण सम्बन्धी “चुरे विद्यालय कार्यक्रम” संचालन गर्ने तथा समुदायमा आधारित समूहमा संरक्षण तथा प्रचार प्रसार कार्यक्रम सञ्चालन गर्ने,
- चुरे तथा तराई मधेश क्षेत्रमा नदी प्रणालीमा निर्मित संरचना संरक्षण, नदी उकास जग्गा व्यवस्थापन तथा स्थानीय बासिन्दाको जीवनस्तर उकास्ने किसिमका जीविकोपार्जनमा सहयोग पुग्ने कार्यक्रमहरूको पहिचान गरी कार्यान्वयनमा सहयोग गर्ने,
- चुरे तथा तराई मधेश क्षेत्रको बासिन्दा र सेवा प्रदायक सरकारी तथा गैरसरकारी संस्थाहरूसंग सु-सम्बन्ध स्थापित गर्ने ।

३. सेवा प्रदायक संस्थाको कार्यक्षेत्र र कार्यक्रम संचालन विधि

यो कार्यक्रम संचालनको लागि सामाजिक परिचालनमा अनुभवी विज्ञ तथा सामाजिक परिचालकहरू संलग्न टिमको आवश्यकता पर्दछ । सामाजिक परिचालन विज्ञले कार्यक्रम संयोजकको रुपमा जिल्लास्थित जिल्ला वन समन्वय समिति र सम्बन्धित क्षेत्रमा रहेको यस समितिको अनुसन्धान तथा कार्यक्रम सहयोग इकाईहरूको नेतृत्व र निर्देशनमा रही सरकारी





निकाय र उपभोक्ता समूहहरू बीच सम्बन्ध स्थापित गर्न सहजीकरण गर्नु पर्नेछ । छनौट भएको संस्थाले सहभागितामूलक विधि अपनाई निम्न कार्यहरू गर्नेछन् :

- समिति र सेवा प्रदायक गैर सरकारी संस्था बीच हुने करार सम्झौताका शर्त र यस TOR मा उल्लेखित शर्तहरू तथा समितिबाट प्राप्त अन्य निर्देशनहरू पालना हुने गरी जिल्लाभित्र कार्यक्रमहरू सञ्चालन गर्ने ।
- चुरे संरक्षण सम्बन्धी घरदैलो कार्यक्रम संचालन गर्ने,
- चुरेको माथिल्लो तट देखि तल्लो तटबीच आवश्यक स्थानहरूमा विद्यमान जन उपभोक्ता समूह तथा उपभोक्ता समुह र सञ्जाल गठन गर्न अन्तरक्रिया, समूह भेला, घरदैलो तथा सचेतनाका कार्यक्रम संचालन गर्ने,
- विद्यालयहरूमा “चुरे संरक्षण क्लव” गठन गरी सचेतनाका कार्यक्रमहरू जस्तै, हाजिरी जवाफ, निबन्ध, कविता, गीत, वक्तृत्वकला प्रतियोगिता, भित्ते पत्रिका प्रकाशन, वृक्षारोपण जस्ता रचनात्मक कार्यक्रमहरू संचालन गर्ने,
- चुरे तथा तराई-मधेश क्षेत्रमा चुरे संरक्षण बारे स्थानीय प्राकृतिक स्रोत उपभोक्ता समूहरूसंग अन्तरक्रिया कार्यक्रम संचालन गर्ने,
- जिल्ला स्थित चुरे संरक्षण क्लवहरूको जिल्लास्तरीय सञ्जाल निर्माण गरी एक दिने वार्षिक भेला गराई चुरे दिवस मनाउने,
- चुरे क्षेत्रमा रहेका युवा क्लव वन उपभोक्ता समूह तथा आमा समूहहरूलाई चुरे संरक्षणमा अभिप्रेरित गर्ने,
- विद्यालय क्षेत्र, सामुदायिक तथा सार्वजनिक लगायत अतिक्रमण हटाइएका जग्गाहरूमा वृक्षारोपण गर्न उत्प्रेरित गर्ने,
- वन पैदावारमाथिको निर्भरता कम गर्न वैकल्पिक उर्जा र रोजगारी प्रवर्द्धनको लागि पहल गरी कृषाकलाप संचालनमा सहजीकरण गर्ने ।
- खुला चरिचरन तथा डढेलोले चुरे संरक्षणमा अवरोध पुग्ने कुराहरूको प्रचार प्रसार गरी समुदायलाई चरिचरन व्यवस्थित गर्न तथा डढेलो नियन्त्रण गर्न उत्प्रेरित गर्ने,
- घरदैलो, समूह भेला तथा अन्तरक्रिया कार्यक्रमहरूमा कृषि तथा पशुपालनमा आधुनिकीकरण, स्थानीय बासिन्दाको जीवनस्तर उकास्ने किसिमका जीविकोपार्जनको पहिचान तथा उनीहरूको क्षमता अभिवृद्धि गर्न आवश्यक कार्यक्रमहरूको पहिचान गरी प्रतिवेदन तयार गर्ने,
- चुरे क्षेत्रमा वसोवास गर्ने दलित, आदिवासी, जनजातिहरूसंग भएको संरक्षण सम्बन्धी परम्परागत ज्ञान संकलन गरी समितिलाई जानकारी गराउने तथा व्यवहारमा उतार्न उत्प्रेरित गर्ने,
- स्थानीय जनताको समस्या तथा सवालहरू सम्बन्धित निकाय सम्म पुर्याउने साथै अनुकरणीय कार्यहरूको प्रचार प्रसार गर्ने,
- चुरे तथा तराई-मधेश क्षेत्रमा भएका संरक्षण तथा जीविकोपार्जन सम्बन्धी अनुकरणीय तथा रचनात्मक कार्यहरूको दस्तावेज तयार गर्ने,
- हरेक महिनाको १ गते प्रगति प्रतिवेदन तयार गरी यस समितिको अनुसन्धान तथा कार्यक्रम सहयोग इकाई मार्फत सचिवालयमा पठाउने । तर विस्तृत आर्थिक विवरण सहितको प्रतिवेदन भने प्रत्येक ३-३ महिनामा समितिको सचिवालयमा पेश गर्नु पर्नेछ ।
- चुरे संरक्षणमा कार्यरत समूह, संजाल र सामुदायिक संघ-संस्थाहरूको आन्तरिक लेखा प्रणाली तथा संस्थागत विकासको लागि क्षमता अभिवृद्धि गर्ने ।
- सुशासनको लागि आफू लगायत चुरे संरक्षणमा संलग्न संघ-संस्थाहरूलाई अभिप्रेरित गराउन सोही बमोजिमका कृषाकलापहरू संचालन गर्ने ।
- सम्बन्धित उपभोक्ता समूहहरू, सामुदायिक तथा सहकारी संस्थाहरू, स्थानीय निकाय, सरकारी निकाय र यस समिति बीच सुमधुर सम्बन्ध कायम गर्न सहजीकरण गर्ने ।

### ३.१ सामाजिक परिचालनका लागि आवश्यक जनशक्ति, योग्यता र न्यूनतम पारिश्रमिक

सल्यान जिल्लाको लागि :

कार्यक्रम संयोजक - १ जना मासिक रु. २५,०००/- का दरले वार्षिक रु. ३,००,०००/-

सामाजिक परिचालक -२ जना मासिक रु. १५,०००/- का दरले वार्षिक रु. ३,६०,०००/-

दफा ३ बमोजिमको क्रियाकलापहरू सञ्चालनको लागि अधिकतम वार्षिक रु. ८,४०,०००/-

जम्मा रु. १५,००,०००/-

प्युठान र अर्घाखाँची जिल्लाको लागि :

कार्यक्रम संयोजक - १ जना मासिक रु. २५,०००/- का दरले वार्षिक रु. ३,००,०००/-

सामाजिक परिचालक -३ जना मासिक रु. १५,०००/- का दरले वार्षिक रु. ५,४०,०००/-

दफा ३ बमोजिमको क्रियाकलापहरू सञ्चालनको लागि अधिकतम वार्षिक रु. ९,४०,०००/-

सचिव



जम्मा रु. १७,८०,०००/-

- तोकिएको जनशक्ति बाहेक माथि दफा ३ अन्तरगत समेटिएका विभिन्न क्रियाकलाप सञ्चालन गर्नका लागि आर्शय पत्र स्वीकृत भएको संस्थाले पेश गरेको प्रस्तावका आधारमा सम्झौता भए अनुसारको रकम मात्र नियमानुसार भुक्तानी हुनेछ । जनशक्तिको लागि तोकिएको पारिश्रमिक रकममा प्रचलित कानून अनुसार कट्टा हुने कर बाहेक संस्थाको तर्फबाट अन्य कुनै रकम कट्टा गरिने छैन ।
- कार्यक्रम संयोजकको लागि न्यूनतम योग्यता तथा अनुभव :- वन विज्ञान वा प्राकृतिक स्रोत व्यवस्थापन वा समाजशास्त्र/मावनशास्त्र वा ग्रामीण विकासमा कम्तिमा स्नातक तह उत्तीर्ण गरी प्राकृतिक स्रोत व्यवस्थापन, सामाजिक परिचालन तथा सो सम्बन्धी कार्यक्रम संयोजनमा कम्तिमा दुई वर्षको कार्य अनुभव भएको । यो पदको लागि स्थानीयलाई पहिलो प्राथमिकता दिइनु पर्नेछ ।
- सामाजिक परिचालनक पदको लागि न्यूनतम योग्यता तथा अनुभव :- कम्तिमा एस.एल.सी. उत्तीर्ण गरी सामाजिक परिचालन कार्यमा कम्तिमा एक वर्षको कार्य अनुभव भएको । सामाजिक परिचालकको हकमा अनिवार्य रूपमा सम्बन्धित जिल्लाको वासिन्दा हुनु पर्नेछ ।

### ३.२ कार्य तालिका

सेवा प्रदायक संस्थाले सम्पादन गर्ने कार्यहरूको विस्तृत कार्य तालिका बनाउनु पर्नेछ । जसमा कुन-कुन क्रियाकलाप कहिले, कहाँ र कसरी गर्ने र को संग समन्वय गर्ने ? त्यसको अनुगमन संयन्त्र के हुने र सूचकहरू के रहने ? आदि उल्लेख हुनुपर्नेछ । साथै लक्षित उपलब्धि पनि उल्लेख गर्नु पर्नेछ । यही कार्य तालिकाको आधारमा गैर-सरकारी संस्था र समितिले संयुक्त रूपमा छलफल गरी कार्य तालिकालाई अन्तिम रूप दिनेछ ।

### ४. छनौट प्रक्रिया

सेवा प्रदायक संस्थाहरूले यो कार्यसूची (TOR) को आधारमा छुट्टा छुट्टै प्राविधिक र आर्थिक प्रस्ताव पेश गर्नु पर्नेछ । यसमा प्राविधिक प्रस्तावको भार ८० प्रतिशत र आर्थिक प्रस्तावको भार २० प्रतिशत हुनेछ । प्राविधिक प्रस्तावमा ६० प्रतिशत भन्दा कम अंक प्राप्त गर्ने संस्थाहरूको आर्थिक प्रस्ताव मूल्यांकन गरिने छैन ।

### ५. कार्यक्रम अवधि

यो कार्यक्रमको समयावधि १२ महिना (१ वर्ष) को हुनेछ । संस्थाको कार्यसम्पादन र समितिको आवश्यकताको अधारमा करार सम्झौता अवधि थप हुन सक्नेछ ।

### ६. सम्झौता अनुसारको रकम भुक्तानी विधि

सामाजिक परिचालनको लागि प्रस्ताव स्वीकृत भएपछि प्रस्तावमा उल्लेख भएको रकमको लागि सम्झौता हुनेछ । छनौट भएका सेवा प्रदायकलाई ४ (चार) किस्तामा भुक्तानी दिइनेछ । छनौट भएको प्रस्तावकर्ताले प्राविधिक प्रस्ताव बमोजिमको इन्सेप्सन रिपोर्ट बुझाए पछि कुल सम्झौता रकमको ३० प्रतिशत भुक्तानी दिइनेछ । दोस्रो किस्ताको रूपमा पहिलो ४ (चार) महिना भुक्तान भएपछि ३० प्रतिशत रकम भुक्तानी गरिनेछ । यसै गरी दोश्रो चार महिना अवधि पुरा गरे पछि २० प्रतिशत रकम र कार्य सम्पन्न प्रतिवेदन बुझाए पछि बाँकी २० प्रतिशत रकम भुक्तानी गरिनेछ ।

### ७. सम्पर्क कार्यालय

सम्पर्क ठेगाना :

राष्ट्रपति चुरे-तराई मधेस संरक्षण विकास समितिको सचिवालय,

खुमलटार, ललितपुर

फोन नं. : ०१-५५३१३११

फ्याक्स नं. : ०१- ०१-५५३७५११

इमेल : [mail@chureboard.gov.np](mailto:mail@chureboard.gov.np)

सचिव

## Section 6. Standard Form of Contract



The Standard Form of Contract document is attached herewith in PPMO formates.

  
सचिव



# Contract for Consultant Services For

*District Level Social Mobilization Program in Salyan District*

Between

President Chure-Terai Madhesh Conservation Development Board

And

\_\_\_\_\_  
[Name of the Consultants]

Dated: \_\_\_\_\_

  
सचिव



# I. Form of Contract

This CONTRACT (here in after called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, President Chure-Terai Madhesh Conservation Development Board (hereinafter called the "Client") and, on the other hand, [name of consultants] (here in after called the "Consultants").

WHEREAS

- (a) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (here in after called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties here to here by agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract;
  - (b) The Special Conditions of Contract;
  - (c) The following Appendices:
    - Appendix A: Description of the Services
    - Appendix B: Reporting Requirement
    - Appendix C: Key Personnel and Subconsultants
    - Appendix D: Duties of the Client
    - Appendix E: Cost Estimates in Local Currency
    - Appendix F: Form of Guarantee for Advance Payments
    - Appendix G: Minutes of Negotiations Meetings
2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:
  - (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of President Chure-Terai Madhesh Conservation Development Board

\_\_\_\_\_  
Dr. Annapurna Nand Das  
Member Secretary, PCTMCDB, Khumaltar, Lalitpur

For and on behalf of *[name of consultants]*

\_\_\_\_\_  
*[Authorized Representative]*

For and on behalf of each of the Members of the Consultants

*[name of member]*

\_\_\_\_\_  
*[Authorized Representative]*

*[name of member]*

\_\_\_\_\_  
*[Authorized Representative]*



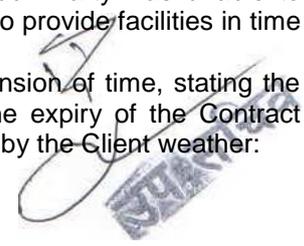
## II. General Conditions of Contract

### 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;
- “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 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 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

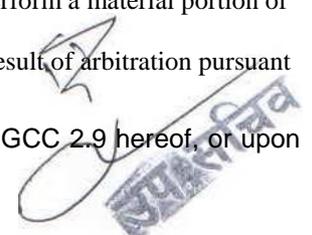


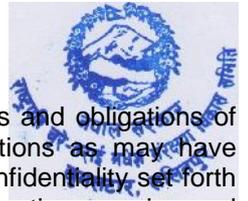
charge	Consultants' rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
1.9 Authorized Representative	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SCC.
1.10 Taxes & 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 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	<p>a) 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.</p> <p>b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Subconsultants 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.</p> <p>c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.</p>
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	<p>a) 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.</p> <p>b) 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.</p> <p>c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p>
2.6.4 Extension of Time (EOT)	<p>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</p> <p>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 weather:</p>





- 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 Consultant 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 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 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:
- a) 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;
  - b) 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;
  - c) 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
  - d) 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 Upon termination of this Contract pursuant to Clauses GCC 2.2 or GCC 2.9 hereof, or upon





of Rights and obligations	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.
2.8.4 Cessation of Services	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: a) remuneration pursuant to Clause GCC 6 hereof for Services satisfactorily performed prior to the effective date of termination; b) reimbursable expenditures pursuant to Clause GCC 6 hereof for expenditures actually incurred prior to the effective date of termination; and c) 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.
<b>3. Obligations of the Consultants</b>	
<b>3.1 General</b>	
3.1.1 Standard of Performance	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	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.
<b>3.2 Conflict of Interests</b>	
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 additional remuneration.
3.2.2 Consultants	The Consultants agree that, during the term of this Contract and after its termination, the





and Affiliates Not to Engage in Certain Activities

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:

- a. 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
- b. 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 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

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.

4. Consultants' Personnel and Subconsultant

4.1 General

The Consultants shall employ and provide such qualified and experienced Personnel and Subconsultants 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 Subconsultants 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 .

- 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. .

5.2 Change in the Applicable Law

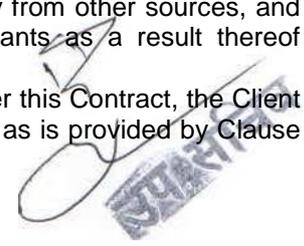
If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultants in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this 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.





## 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.

### 6.2 Remuneration and Reimbursable Expenditures

- 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.

### 6.3 Currency of Payment

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

  
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#### 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.

The invoice format shall be as agreed between the client and the consultants.

c) 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.

d) 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 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.

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 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 receipt of such request.

b. 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

### 8.4. Procedures for Disputes

a. If a dispute is referred to the Adjudicator pursuant to GCC Clause 8,2 then the 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 ny 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 fulfill his obligations as per the requirement of the Contract 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

## 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



Handwritten signature and official stamp of the Public Procurement Monitoring Office (PPMO) in Nepal. The stamp is in Nepali and reads 'प्रधान सचिव' (Chief Executive Officer).



### III. Special Conditions of Contract

Number Of GCC Clause<sup>5</sup> :- Amendments Of, And Supplements To, Clauses In The General Conditions Of Contract

1.6.1 The addresses are :

Client: President Chure-Terai Madhesh Conservation Development Board

Address: Khumaltar, Lalitur, Nepal

Attention: .....

Cable address: .....

Telex: 01-5531311

Facsimile: 01-5537511

E-mail: [mail@chureboard.gov.np](mailto:mail@chureboard.gov.np)

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, 24 hours following confirmed transmission.
- (e) in case of E-mail, 24 hours following confirmed transmission.

1.8 The Member in Charge is *Dr. Annapurna Nand Das*

1.9 The Authorized Representatives are:

For the Client: \_\_\_\_\_

For the Consultants: \_\_\_\_\_

2.2 The time period shall be **12 months** or such other time period as the parties may agree in writing.

#### 3.4 Limitation of the Consultants' Liability towards the Client

(a) Except in case of gross negligence or willful 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.

(b) 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."

6.1(b) The ceiling in local currency is: *NRs. 1,500,000.00*

6.4(a) The following provisions shall apply to the milestone payment and the advance payment guarantee:

1. First milestone payment 30% of total contract amount, as the first installment, shall be made within 15 days after the first inception report. The payment will be set off by the Client in equal installments against each statements until the payment has been fully set off.
2. The second installment Payment (30% of the contract amount) shall be released after the submission of progress report of the first installment after 4 months of Contract.
3. The third installment payments (20% of the contract amount) shall be released after the submission of the Second report after 8 months of contract.
4. The Last installment payment (20% of the contract amount) shall be released after the submission of the Final report.

**8.3 Appointment of the Adjudicator** : Appointing Authority: **Nepal arbitration Council, NEPCA**

8.4(b) The Adjudicator's rate is: [insert amount per hour]

<sup>5</sup> Clauses in brackets are optional; all notes should be deleted in final text.

*[Handwritten signature]*  
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8.4(c) Disputes shall be settled by arbitration in accordance with the following provisions:

1. Selection of Arbitrators.

Each dispute submitted by a Party to arbitration shall be heard by an arbitration panel composed of three arbitrators. The Client and the Consultants shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by **Nepal Arbitration Council (NEPCA) and the NEPCA.**

2. Substitute Arbitrators. If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.

3. Miscellaneous. In any arbitration proceeding hereunder:

- a) proceedings shall, unless otherwise agreed by the Parties, be held in **[insert location];**
- b) the **[Insert type of language]** language shall be the official language for all purposes; and
- c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

Consulting Firm:  
Assignment:

Country:  
Date:



## Consultants' Representations Regarding Costs and Charges

We hereby confirm that (a) the basic salaries indicated below are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff; (b) attached are true copies of the latest salary slips of the staff members listed; (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed; (d) the factors listed below for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

(Expressed in [name of currency])

Name	Position	Basic Salary per Working Month/Day/Year (a)	Social Charges <sup>1</sup> (b)	Overhead <sup>1</sup> (c)	Away from Headquarters Allowance (f)
etc.					

<sup>1</sup> Expressed as a percentage of (a).

\_\_\_\_\_  
[Name of Consulting Firm]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Note:** For field staff, use Basic Salary per Working Month; for home office staff, Basic Salary per Working Day or Hour. For field staff, also fill in Away from Headquarters Allowance, if any. This form (and the one on the next page) should not be part of the signed Contract but should be executed by the Consultants separately.

## IV. Appendices



### Appendix A—Description of the Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

### Appendix B—Reporting Requirements

Monthly Progress report is required. In addition, the Consultants shall submit the progress report to request the next installment.

### Appendix C—Key Personnel and Subconsultants

List under: C-1 Titles [and names,], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work and staff-months for each.

### Appendix D—Duties of the Client

List under: F-1 Services, facilities and property to be made available to the Consultants by the Client.

### Appendix E—Cost Estimates in Local Currency

List hereunder cost estimates in local currency:

1. Monthly rates for local Personnel (Key Personnel and other Personnel)
2. Reimbursable expenditures as follows:
  - (a) Per diem rates for subsistence allowance for foreign short-term Personnel, plus estimated totals.
  - (b) Living allowances for long-term foreign Personnel, plus estimated totals.
  - (c) Cost of local transportation.
  - (d) Cost of other local services, rentals, utilities, etc.

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**Appendix I—Form of Bank Guarantee for Advance Payments**

**Note:** See Clause GCC 6.4(a) and Clause SCC 6.4(a). The Client should insert here an acceptable form of a bank guarantee. An example is set forth below.

TO: [Name and Address of Client]  
[Name of Contract for Consultants' Services]

Gentlemen:

In accordance with the provisions of Clauses GCC 6.4(a) and SCC 6.4(a) of the above-mentioned Contract (hereinafter called "the Contract"), [name and address of Consultants] (hereinafter called "the Consultants") shall deposit with [name of Client] a bank guarantee to guarantee their proper and faithful performance under the said provisions of the Contract in an amount of [amount of Guarantee], [amount of Guarantee in words].<sup>6</sup>

We, the [bank or financial institution], as instructed by the Consultants, agree unconditionally and irrevocably to guarantee as primary obligor and not as Surety merely, the payment to [name of Client] on his first demand without whatsoever right of objection on our part and without his first claim to the Consultants, in the amount not exceeding [amount of Guarantee], [amount of Guarantee in words].

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between [name of Client] and the Consultants, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The validity period of the guarantee shall be 30 days beyond the period scheduled for repayment of the advance payment and the guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the [name of Client] receives full repayment of the same amount from the Consultant.

Yours truly,

\_\_\_\_\_  
Signature and Seal

\_\_\_\_\_  
Name of Bank/Financial Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

<sup>6</sup> An amount is to be inserted by the bank or financial institution as specified in Clause SC 6.4(a).



**APPENDIX J—MINUTES OF NEGOTIATIONS MEETINGS**



*Append minutes of negotiation meetings if applicable. It is advisable to append minutes where important changes in the scope of work, schedule etc. were made during negotiations.*

  
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