



REQUEST FOR PROPOSALS (RFP)

RFP No.: [WECS/03/075/76]

Selection of National Consulting Services for: "Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)"

Project Name:

"Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)"

**Office Name: Water and Energy Commission Secretariat
Office Address: Singha Durbar, Kathmandu**

Financing Agency: Government Budget [Budget Head: 308101]

Issued on: [2076/01/10]



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PART I

Section 1. Letter of Invitation

To:
M/S

Dear Sir/Madam,

Re: Request for Proposal for the Consulting Services for " Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)"

- 1 Government of Nepal (GoN) has allocated fund from Government Budget toward the cost of **"Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)"** and intends to apply a portion of this budget to eligible payments under this Contract for which this Request for Proposals (RFP) is issued.
- 2 The **Water and Energy Commission Secretariat (WECS)** now invites proposals to provide the following consulting services (hereinafter called "Services"): **"Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)"**. More details on the Services are provided in the Terms of Reference (Section 7).
- 3 This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants:
 - I. Civil Informatics and Solutions P. Ltd., Lalitpur.
 - II. JV of CMS Engineering Consult Private Limited and Center for Energy Studies, Kathmandu.
 - III. JV of Executive Consulting Engineering and Planner Pvt. Ltd. and Multiscope Solution Pvt. Ltd., Kathmandu.
 - IV. JV of SMS Environment & Engineering Pvt. Ltd. and Rajdevi Engineering Consultannt (P) Ltd., Lalitpur.
 - V. JV of Total Management Services Pvt. Ltd., Shree R.S. Engineering Solution and Geocom International Pvt.Ltd. Kathmandu.
- 4 It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
- 5 A firm will be selected under **Quality and Cost Based Selection (QCBS)** and procedures described in this RFP.
- 6 The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants and Data Sheet



Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 – Eligible Countries
Section 6 – GoN/DP's Policy – Corrupt and Fraudulent Practices
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- 7 In case of a Joint Venture (JV), the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV. The composition and share structures of the JV shall be the same as proposed during the Expression of Interest.
- 8 Please inform us in writing at **Water and Energy Commission Secretariat**, Singha Durbar, Kathmandu
- (a) that you received the letter of invitation; and
 - (b) whether your Firm/Joint Venture will submit a proposal or
 - (c) your Firm/Joint Venture will decline to submit a proposal.
 - (d) whether you will submit a proposal alone or in association with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).
- 9 ***Each Page of RFP document shall contain original signature of authorized person with stamp of the Firm/JV. If not so, the RFP document shall not be considered for evaluation.***
- 10 10. Details on the proposal's submission date, time and address are provided in Clauses 17.8 of the ITC.

Yours sincerely,

(Sukdev Chaudhary)
Chief, Procurement Unit
Water and Energy Commission Secretariat (WECS)



Section 2. Instructions to Consultants and Data Sheet

["Notes to the Client": this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes to address specific country and project issues, to supplement, but not over-write, the provisions of the Instructions to Consultants (ITC), shall be introduced through the Data Sheet only. "Notes to the Client" should be deleted from the final RFP issued to the shortlisted Consultants].

A. General Provisions

1. Definitions	(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant. (b). "Applicable Guidelines" means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project. "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. (c). "Borrower [or Recipient or Beneficiary]" means the Government, Government agency or other entity that signs the financing [or loan/credit/grant/project] agreement with the Development Partner. (d). "Client" means the [procuring entity/implementing/ executing agency] that signs the Contract for the Services with the selected Consultant. (e). "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract. (f). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices). (g). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. (h). "Day" means a calendar day. (i). "Development Partner (DP)" means the country/institution funding the project as specified in the Data Sheet. (j). "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s). (k). "Government" means the government of the Nepal. (l). "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract. (m). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal. (n). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals. (o). "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants. (p). "Non-Key Expert(s)" means an individual professional provided by the
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	Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually. (q). “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant. (r). “RFP” means the Request for Proposals prepared by the Client for the selection of Consultants, based on the SRFP. (s). “SRFP” means the Standard Request for Proposals issued by PPMO, which must be used by the Public Entity as the basis for the preparation of the RFP. (t). “Services” means the work to be performed by the Consultant pursuant to the Contract. (u). “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract. (v). “TORs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
2. Introduction	2.1 The Client named in the Data Sheet intends to select a Consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. 2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant. 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants’ expense. 2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the Data Sheet.
3. Conflict of Interest	3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or blacklisting by the Public Procurement Monitoring Office/DP. Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:
a. Conflicting activities	(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services</u>: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely,



	a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
c. Conflicting relationships	(iii) <u>Relationship with the Client's staff:</u> a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client or are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.
5. Corrupt and Fraudulent Practices	5.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in Section 6. 5.2 In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit GoN/DP or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the GoN/DP. 5.3 Consultants shall be aware of the provisions on fraud and corruption stated in Clause GCC 10.1.
6. Eligibility	6.1 The GoN/DP permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in Section 5 to offer consulting services for GoN/DP-financed projects. 6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the GoN/DP. Maximum number of partners in JV shall be Specified in Data sheet . 6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:
a. Sanctions	6.3.1 A firm or an individual sanctioned by the GoN/DP in accordance with the above Clause 5.1 shall be ineligible to be awarded a GoN/DP-financed contract, or to benefit from a GoN/DP-financed contract, financially or otherwise, during such period of time as the GoN/DP shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet .



b. Prohibitions	6.3.2 Firms and individuals shall have the nationality of an eligible countries as indicated in Section 5 (Eligible Countries) and: (a) as a matter of law or official regulations, Nepal prohibits commercial relations with that country; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
c. Restrictions for public employees	6.3.3 Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if permitted under GoN/DP policy, and their employment would not create a conflict of interest).
B. Preparation of Proposals	
7. General Considerations	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
8. Cost of Preparation of Proposal	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
9. Language	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.
10. Documents Comprising the Proposal	10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet . 10.2 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
11. Only One Proposal	11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet .
12. Proposal Validity	12.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline. 12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price. 12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting in accordance



	with Clause 5 of this ITC.
a. Extension of Validity Period	12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity. 12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts. 12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
b. Substitution of Key Experts at Validity Extension	12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert. 12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.
c. Sub-Contracting	12.9 The Consultant shall not subcontract the whole of the Services unless otherwise indicated in the Data Sheet .
13. Clarification and Amendment of RFP	13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below: 13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. 13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. 13.1.3 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.
14. Preparation of Proposals – Specific Considerations	14.1 While preparing the Proposal, the Consultant must give particular attention to the following: 14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint



ons	Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the Data Sheet. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. 14.1.2 The Client may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. 14.1.3 If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet. 14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
15. Technical Proposal Format and Content	15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. 15.2 Only one curriculum vitae (CV) may be submitted for each key expert. If a technical proposal nominates more than one expert for a position, the Client will evaluate all CVs and apply the lowest score for the position.
16. Financial Proposal	16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) other expenses, (c) provisional sums when applicable indicated in the Data Sheet.
a. Price Adjustment	16.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.
b. Taxes	16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet.
c. Currency of Proposal	16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the Nepalese Rupees.
d. Currency of Payment	16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.
C. Submission, Opening and Evaluation	
17. Submission, Sealing, and Marking	17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If



of Proposals	specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically. 17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal. 17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative. 17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal. 17.5 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail. 17.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].” 17.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” 17.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”. 17.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal. 17.10 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.
18. Confidentiality	18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the letter of intent to accept the proposal has been issued to the selected Consultant. 18.2 Any attempt by shortlisted Consultants or anyone on behalf of the



	Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing PPMO's blacklisting procedures. 18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of issuance of notification for opening of financial proposal or the Letter of Intent, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.
19. Opening of Technical Proposals	19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 23 of the ITC. 19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.
20. Proposals Evaluation	20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the DP issues its “no objection”, if applicable. 20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 20.3 From the time the proposals are received by the Client to the time that the Contract is awarded, the Client shall not request the Consultant to provide clarification on any matter related to the Consultant's Technical or Financial Proposal.
21. Evaluation of Technical Proposals	21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member of the evaluation committee to the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet. 21.2 Proposed experts, involved in the firms' work in hand will not be considered for evaluation to the extent of this involvement in the ongoing assignment.
22. Financial Proposals for QBS	22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.



	22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	23.1 After the technical evaluation is completed <i>and the DP has issued its no objection (if applicable)</i>, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should be at least 7 days for national shortlisting and 15 days for international shortlisting for attending the opening. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice. 23.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the following information will be recorded: (a) Name and address , (b) Proposed service charge, (c) Discount offered, if any; (d) Description of the discrepancies, if any, between figure and words, (e) Whether the financial proposal is signed or not by authorized representative of consultant, (f) If any matter or content of the financial proposal is effaced whether such efface is signed by the consultant or his/her representative or not and the details of the amount and the content effaced, (g) Other necessary matters considered appropriate by the Public Entity
24. Correction of Errors	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
a. Time-Based Contracts	24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, (b) adjust the discount offered, if any, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so



	as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
b. Lump-Sum Contracts	24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
25. Taxes	25.1 Except as set out in Sub-clause 25.2, all taxes are deemed included in the Consultant's Financial proposal, and, therefore, included in the evaluation. 25.2 Except for VAT, all taxes levied and imposed on the contract invoices and any tax liabilities arising from the Contract under the laws of Nepal are deemed included in the Consultant's Financial Proposal and, hence, included in the evaluation. Information on the Consultant's tax obligations in Nepal can be found as indicated in Clause 16.3 of the Data Sheet.
26. Conversion to Single Currency	26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
27. Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
b. Fixed-Budget Selection (FBS)	27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected. 27.3 The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
c. Least-Cost Selection (LCS)	27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
D. Negotiations and Award	
28. Negotiations	28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant. 28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative. 28.3 The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 15 days for international selection and 7 days for national selection.
a. Availability	28.3 The invited Consultant shall confirm the availability of all Key Experts



of Key Experts	included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant. 28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.
b. Technical negotiations	28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
c. Financial negotiations	28.6 In the case of a Time-Based contract, where cost is a factor in the evaluation, unit rates negotiations for remuneration shall not take place. However, there may be negotiation on reimbursable expenses. 28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated. 28.8 The format for (i) providing information on remuneration rates in the case of Quality Based Selection is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.
29. Conclusion of Negotiations	29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative. 29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.
30. Award of Contract	30.1 Pursuant to Clause 29.1 of this ITC, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its' intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal. 30.2 If the review application is not received by the Client pursuant to Clause 31.2 of this ITC then the proposal of the Consultant, selected as per Clause 30.1 of this ITC shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days. 30.3 If the Consultant fails to sign an agreement pursuant to Clause 30.2 of this ITC then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.



	30.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet .
31. Request for Information / Complaints	31.1 A consultant, who has been informed that its technical proposal has been considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, may request the Client to provide the technical score obtained by him and the reason for not being able to qualify. The Client shall provide the information within 5 days of receiving such request. 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. The Applicant filing application for review shall have to furnish a cash amount or bank guarantee from "A" class commercial bank equivalent to the amount specified in the BDS with the validity period of at least ninety days from the date of filing of application. 31.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Clause 30.1 of this ITC 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 its intention to accept the winning proposal pursuant to Clause 30.1 of this ITC. 31.3 If a review application is received by the Client pursuant to Clause 31.2 of this ITC then the Client will clarify and respond within 5 days of receiving such application. 31.4 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 within 5 days, then the applicant can file a complaint to the Review Committee within 7 days. 31.5 If a complaint has been lodged to the client, the client shall put on hold the awarding process for 7 days period provided to lodge a complaint to the review committee.
32. Conduct of Consultants	32.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Public Procurement Act and Regulations. 32.2 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: - 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
33. Blacklisting	33.1 Without prejudice to any other rights of the client under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant: a) if it is proved that the consultant committed acts pursuant to the Clause 32.2 of the ITC, b) if the consultant fails to sign an agreement pursuant to Clause 30.2 of the ITC, 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 assignment 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 firm from participating in the contract. e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information, f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract. 33.2 A Consultant declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or DP Development Partner in case of DP funded project, shall be ineligible to participate or to be awarded a contract during the period of time determined by the GoN, PPMO and/or the DP Development Partner. The list of debarred firms is available at the electronic address specified in the Data Sheet.



E. Data Sheet

["Notes to Client" shown in brackets throughout the text are provided for guidance to prepare the Data Sheet; they should be deleted from the final RFP to be sent to the shortlisted Consultants]

A. General	
ITC Clause Reference	
1(i)	Development Partner (DP) is: Not Applicable
1(k) (definitions)	National experts mean experts who are citizens of Nepal.
2.1	Name of the Client: Water and Energy Commission Secretariat (WECS), Government of Nepal Method of selection: Quality and Cost Based Selection (QCBS)
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: “Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)” Job No: [WECS /03/075/76]
2.3	A pre-proposal conference will be held: Yes Date of pre-proposal conference: 15 th day from the Date of First Publication of notice for issuance of this RFP Document Time :14:00Hrs Address: WECS Meeting Hall, Singha Durbar, Kathmandu Telephone: 01-4211415 Facsimile:01-4211425 E-mail: wecs@mos.com.np Contact person/conference coordinator: Sukdev Chaudhary, Procurement Unit Chief, Water and Energy Commission Secretariat, Singha Durbar
2.4	The Client will provide the following inputs: Data, Reports, Acts, Rules, Regulations, related to study and other study related



	information, if available any, to facilitate the preparation of the Proposals at the cost of Consultant.
6.2	Maximum number of partners in JV shall be: 3 (Three) .
6.3.1	A list of debarred firms and individuals is available at the following website [www.ppmo.gov.np]
B. Preparation of Proposals	
10.1	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: (1) Power of Attorney to sign the Proposal (2) Proof of Legal Status and Eligibility (3) TECH-1 (4) TECH-2 (5) TECH-3 (6) TECH-4 (7) TECH-5 (8) TECH-6 (9) TECH-7 AND 2nd Inner Envelope with the Financial Proposal (if applicable): (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by: • Certificate of incorporation.
11.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No
12.1	Proposals must remain valid for 120 calendar days after the proposal submission deadline.
12.9	Sub-contracting is allowed for the proposed assignment: No



13.1	Clarifications may be requested no later than 7 days prior to the submission deadline. The contact information for requesting clarifications is: Water and Energy Commission Secretariat, Singha Durbar, Kathmandu Facsimile:01-4211415 E-mail: wecs@mos.com.np																																																																																		
14.1.1	Shortlisted Consultants may associate with (a) non-shortlisted consultant(s): Yes (b) other shortlisted Consultants: No																																																																																		
14.1.2	Estimated input of national Key Experts' time-input: person-months <table border="1"> <thead> <tr> <th>S.N.</th><th>Particulars</th><th>Required Human Resources</th><th>Unit</th><th>Office Work (A)</th><th>Field Work (B)</th><th>Total (A+B)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Team Leader/Energy Planner</td><td>1</td><td>MM</td><td>3.0</td><td>1.0</td><td>4.0</td></tr> <tr> <td>2</td><td>Energy Modelling Expert</td><td>1</td><td>MM</td><td>2.5</td><td>1.0</td><td>3.5</td></tr> <tr> <td>3</td><td>Statistician and Data Analyst</td><td>1</td><td>MM</td><td>2.5</td><td>1.0</td><td>3.5</td></tr> <tr> <td>4</td><td>Economist</td><td>1</td><td>MM</td><td>1.5</td><td>0</td><td>1.5</td></tr> <tr> <td>5</td><td>Electrical Engineer</td><td>1</td><td>MM</td><td>2.0</td><td>1.0</td><td>3.0</td></tr> <tr> <td>6</td><td>Mechanical Engineer</td><td>1</td><td>MM</td><td>2.0</td><td>1.0</td><td>3.0</td></tr> <tr> <td>7</td><td>Forestry Expert</td><td>1</td><td>MM</td><td>1.5</td><td>1.0</td><td>2.5</td></tr> <tr> <td>8</td><td>Field Supervisor</td><td>1</td><td>MM</td><td>0</td><td>8.0</td><td>8.0</td></tr> <tr> <td>9</td><td>Enumerators</td><td>12</td><td>MM</td><td>0</td><td>12*8</td><td>96.0</td></tr> <tr> <td>10</td><td>Computer Operator/ Office Assistant</td><td>1</td><td>MM</td><td>12.0</td><td>0</td><td>12.0</td></tr> </tbody> </table>						S.N.	Particulars	Required Human Resources	Unit	Office Work (A)	Field Work (B)	Total (A+B)	1	Team Leader/Energy Planner	1	MM	3.0	1.0	4.0	2	Energy Modelling Expert	1	MM	2.5	1.0	3.5	3	Statistician and Data Analyst	1	MM	2.5	1.0	3.5	4	Economist	1	MM	1.5	0	1.5	5	Electrical Engineer	1	MM	2.0	1.0	3.0	6	Mechanical Engineer	1	MM	2.0	1.0	3.0	7	Forestry Expert	1	MM	1.5	1.0	2.5	8	Field Supervisor	1	MM	0	8.0	8.0	9	Enumerators	12	MM	0	12*8	96.0	10	Computer Operator/ Office Assistant	1	MM	12.0	0	12.0
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14.1.4 and 27.2 use for Fixed Budget method	The total available budget for this Fixed-Budget assignment is: Not Applicable																																																																																		



16.1	(1) Cost of remuneration for Key and Non-key experts. (2) per diem allowance, including hotel, for Key and Non-Key experts, WECS Staff for the purposes of the Field Work. (3) Cost of travel by the most appropriate means of transport for office and field work. (4) Communications costs; (5) Cost of reports production (including printing) and delivering to the Client; (6) Cost of Workshop/Training
16.2	A price adjustment provision applies to remuneration rates: No
16.3	“Information on the Consultant’s tax obligations in Nepal can be found at the Inland Revenue Department website: www.ird.gov.np.”
16.4	The Financial Proposal should state local costs in Nepalese Rupees
C. Submission, Opening and Evaluation	
17.1	The Consultants “shall not” have the option of submitting their Proposals electronically.
17.5	The Consultant must submit: (a) Technical Proposal: one (1) original and Two (2) copies; (b) Financial Proposal: one (1) original.
17.8	The Proposals must be received at the address below no later than: Date: 2076/02/09 Time: 1200 Hrs The Proposal submission address is: The Secretary, Water and Energy Commission Secretariat, Singha Durbar, Kathmandu. RFP documents received after the due date & time, shall be considered late, summarily rejected and returned un-opened.
19.1	An online option of the opening of the Technical Proposals is offered: No The opening shall take place at: Meeting Hall, WECS, Singha Durbar Kathmandu. Date: 2076/02/09 Time: 1400 Hrs
19.2	In addition, the following information will be read aloud at the opening of



	the Technical Proposals : Confirmation that invitation to submit proposal was not transferred to another party.																																																						
21.1	The evaluation criteria, sub-criteria, and point system for the evaluation are: The evaluation criteria for evaluating the Technical proposal for “Energy Consumption and Supply Situation in Federal System of Nepal (Province No. 1 and Province No. 2)” Marks allocated for evaluation of Technical proposal of Request for Proposal (RFP) documents: <table><tr><th>S.N.</th><th>Description</th><th>Marks</th></tr><tr><td>1.</td><td>Specific Work Experience of the firm in the last seven years</td><td>25</td></tr><tr><td>2.</td><td>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</td><td>30</td></tr><tr><td>3.</td><td>Technology Transfer</td><td>5</td></tr><tr><td>4.</td><td>Qualifications and Experience of the key Professionals for the Assignment</td><td>40</td></tr><tr><td></td><td>Total Mark</td><td>100</td></tr></table> Detail Evaluation Criteria for evaluation of Technical proposals are as follows: <table><tr><th>S.N.</th><th></th><th>Minimum Requirement</th><th>Weightage</th><th>Marks</th></tr><tr><td rowspan="2">1</td><td></td><td>Specific Work Experience of Consulting Firm in Last 7 Years</td><td></td><td>25</td></tr><tr><td>A.</td><td>Experience in Energy survey/ Energy statistics/ Energy planning and management. The completed projects/ task having contract amount/value less than 1 million shall not be considered for evaluation.</td><td></td><td>25</td></tr><tr><td colspan="5">Note: The experience of the firm shall be supported with notarized copies of experience/ completion certificates showing the project size, value of service and date of completion of the assignment. Experience of the firm without experience/completion certificate shall not be considered for evaluation.</td></tr><tr><td rowspan="4">2</td><td></td><td>Adequacy of the proposed work plan and methodology</td><td></td><td>30</td></tr><tr><td>A.</td><td>Understanding of Objective of Study and Scope of Work</td><td></td><td>4</td></tr><tr><td>B.</td><td>Comments and Suggestions on Terms of Reference</td><td></td><td>4</td></tr><tr><td>C.</td><td>Technical Approach and Methodology in responding to the Terms of Reference</td><td></td><td>12</td></tr></table>	S.N.	Description	Marks	1.	Specific Work Experience of the firm in the last seven years	25	2.	Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	30	3.	Technology Transfer	5	4.	Qualifications and Experience of the key Professionals for the Assignment	40		Total Mark	100	S.N.		Minimum Requirement	Weightage	Marks	1		Specific Work Experience of Consulting Firm in Last 7 Years		25	A.	Experience in Energy survey/ Energy statistics/ Energy planning and management. The completed projects/ task having contract amount/value less than 1 million shall not be considered for evaluation.		25	Note: The experience of the firm shall be supported with notarized copies of experience/ completion certificates showing the project size, value of service and date of completion of the assignment. Experience of the firm without experience/completion certificate shall not be considered for evaluation.					2		Adequacy of the proposed work plan and methodology		30	A.	Understanding of Objective of Study and Scope of Work		4	B.	Comments and Suggestions on Terms of Reference		4	C.	Technical Approach and Methodology in responding to the Terms of Reference		12
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		D.	Detailed Work Schedule and Planning		6
		E.	Organization and Staffing		4
	3	A.	Technology Transfer		5
	4	Qualifications and Experience of the key Professionals for the Assignment			40
		B.	Qualifications and Specific Experience		
		A1	Team Leader		8
			a) Minimum Master's degree in engineering field with more than 10 years of professional experience in the related and relevant field.		
			b) Specific Experience in Energy survey/ Energy statistics /Energy management /Energy Planning sector		
		A2	Energy Modelling Expert		7
			a) Minimum Master's degree in engineering field with at least 10 years of professional experience in the related and relevant field.		
			b) Specific experience in Energy modelling works		
		A3	Statistician/ Data Analyst		7
			a) Minimum Master's degree in Statistics with at least 10 years of Professional experience in related and relevant field		
			b) Specific experience in Data analysis, statistics and preparation of questionnaire of similar sectors.		
		A4	Economist		4.5
			a) Minimum Bachelor's degree in Economics with at least 5 years of professional experience in related and relevant field		
			b) Specific experience in Economic analysis.		
		A5	Electrical Engineer		4.5
			a) Minimum Bachelor's degree in Electrical Engineering with at least 5 years of professional experience in the related and relevant field		
			c) Specific experience in Energy planning /Energy management / Energy sector survey		



		A6	Mechanical Engineer		4.5
			a) Minimum Bachelor's degree in Mechanical Engineering with at least 5 years of professional experience in the related and relevant field		
			b) Specific experience in Energy planning /Energy management / Energy sector survey		
		A7	Forestry Expert		4.5
			a) Minimum Bachelor's degree in Forestry science with minimum 5 years of Professional experience in related and relevant field		
			b) Specific experience in Survey related to traditional energy (fuel wood, agriculture residue, biomass etc.) and preparation of questionnaire of forest/agriculture sectors.		
	Note: - Minimum years of experience and qualification for all the key professionals shall be as specified in ToR. If the proposed personnel fails to meet the conditions of minimum years of experience and qualification as specified in ToR, the respective personnel shall not be considered for evaluation. - Curriculum Vitae (CV) of the key professionals shall be submitted with Original signature in blue indelible ink of the respective professionals. The CV shall contain the Nepal Engineering Council (NEC) registration number for those key professionals who need to be registered as per NEC Act, 2055 and Regulation, 2057. A notarized copy of the NEC registration certificate and academic qualification certificate shall also be attached for the person to be evaluated. - A firm shall not propose the same professional in more than one designation in this job. If so proposed, the respective person will not be considered in the evaluation for any designation. - Experience in ongoing/incomplete projects shall not be considered for evaluation. - Enquiry will be made by the client if more than one consulting Firms having same key professionals proposed for this job, if necessary. - The Contact number and Email address of each Key experts shall be provided. - Professional obtaining below the pass marks shall be replaced by the selected Firm before negotiation.				
	Total			100	
	Minimum Technical Score required in aggregate to pass			60	
	23.1	An online option of the opening of the Financial Proposals is offered: No			



23.1 and 23.2	The Client will read aloud only overall technical scores.
26.1	The single currency for the conversion of all prices expressed in various currencies into a single one is : Not Applicable
27.1 [a. QCBS only]	The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration. The weights given to the Technical (T) and Financial (P) Proposals are: T = [90%], and P = [10%] Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.
	D. Negotiations and Award
28.1	Expected date and address for contract negotiations: Date: Last week of Jestha 2076 Address: Meeting Hall, Water and Energy Commission Secretariat, Singha Durbar
30.4	Expected date for the commencement of the Services: Date: Jeshtha 2076
31.1	Not Applicable
33.2	A list of blacklisted firms is available at the PPMO's website http://www.ppmo.gov.np
Additional Information	- The information furnished by the Firm(s) in the RFP document should be realistic. If any Discrepancies/faults are found, legal action may be taken as per prevailing rules and regulations. - The Consultant must put the signature of authorized representative and stamp of the company on each printed side of every page in both the Technical and Financial Proposals. If otherwise, the proposal will not be evaluated. - In case of a joint venture, the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV. The composition and share structures of the JV shall be the same as proposed during the EOI. If otherwise, the proposal will



	not be evaluated.
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Section 3. Technical Proposal – Standard Forms

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
The Secretary
Water and Energy Commission Secretariat, Government of Nepal Singha Durbar,
Kathmandu

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and country of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the PPMO.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3 and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITC 6.



- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment.
- (f) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.4 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}



FORM TECH-2

CONSULTANT’S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.

A - Consultant’s Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

B - Consultant’s Experience

1. List only previous similar assignments successfully completed in the last 7 (Seven) years.

2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.



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 Proposal National level :NRs International Level: (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff and 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: _____



FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment;

A - On the Terms of Reference

{improvements to the Terms of Reference, if any}



FORM TECH-4

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents(including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts and relevant technical and administrative support staff.}

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

[illegible]

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



FORM TECH-6
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS’ INPUTS

S.N	Name	Expert’s input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position	D-1	D-2	D-3		D-...					Home	Field	Total
KEY EXPERTS														
1														
2														
3														
....														
n														
											Subtotal			
NON-KEY EXPERTS														
1														
2														
...														
n														
											Subtotal			
											Total			

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
 2 Months are counted from the start of the assignment/mobilization. 3 “Home” means work in the office in the expert’s place of residence.
 “Field” work means work carried out in the site.
- Full time input
 Part time input



FORM TECH-7

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail....., phone.....)



Certification:

I, the undersigned, certify to the best of my knowledge and belief that

(i) This CV correctly describes my qualifications and experience

(ii) I am not a current employee of the GoN

(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.

(iv) I was not part of the team who wrote the terms of reference for this consulting services assignment

(v) I am not currently debarred by a multilateral development bank (In case of DP funded project)

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert] Date: _____
Day/Month/Year

[Signature of authorized representative of the firm] Date: _____
Day/Month/Year

Full name of authorized representative:



Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- | | |
|-------|------------------------------------|
| FIN-1 | Financial Proposal Submission Form |
| FIN-2 | Summary of Costs |
| FIN-3 | Breakdown of Remuneration |
| FIN-4 | Other Expenses, Provisional Sums |



FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, excluding Value Added Tax (VAT) *Clause 25.2 in the Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

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. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency	Purpose of Commission or Gratuity

{If no payments are made or promised, add the following statement: "No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached.}



FORM FIN-2 SUMMARY OF COSTS

S.N.	Particulars	Amounts (NRs.)	
		In Figures	In Words
1	Human Resources Cost including Office and Field work		
2	Field Survey work, Transportation, Office Rent, Per diem and Air tickets		
3	Workshop /Training		
4	Report Preparation		
	Sub Total Amount (NRs.)		
	<u>VAT@13%</u>		
	Total Cost Inclusive of VAT (NRs.)		

Name of Firm/JV:

Authorized Signature:

Date:

Stamp of Firm/JV:



FORM FIN-3 BREAKDOWN OF REMUNERATION

1. Human Resources Cost including Office and Field work												
S.N	Particulars	Required No	Remuneration								Total Amount (A+B)	Remarks
			Office Work (A)				Field Work (B)					
			Qty.	Unit	Rate	Amount	Qty.	Unit	Rate	Amount		
A1	KEY EXPERTS											
1	Team Leader/Energy Planner	1	3.0	MM			1	MM				
2	Energy Modeling Expert	1	2.5	MM			1	MM				
3	Statistician and Data Analyst	1	2.5	MM			1	MM				
4	Economist	1	1.5	MM			0	MM				
5	Electrical Engineer	1	2.0	MM			1	MM				
6	Mechanical Engineer	1	2.0	MM			1	MM				
7	Forestry Expert	1	1.5	MM			1	MM				
	Sub-Total Cost (A1)											
A2	NON-KEY EXPERTS											
1	Field Supervisor	1	0.0	MM			8	MM				
2	Enumerators	12	0.0	MM			96	MM				
3	Computer Operator/ Office Assistant	1	12.0	MM			0	MM				
	Sub-Total Cost (A2)											
	Total Cost (A1+A2)											

Name of Firm/JV:

Authorized Signature:

Date:

Stamp of Firm/JV:



FORM FIN-4 BREAKDOWN OF OTHER EXPENSES

2. Field Survey work, Transportation, Office Rent, Per diem and Air tickets							
S.N.	Particulars	Required No	Quantity	Unit	Rate(NRs)	Amount(NRs)	Remarks
A	Hiring of vehicle including fuel & driver for Office work	1	12	Month			
	Sub-total of A						
B	Hiring of vehicle including fuel & driver for Field work	1	8	Month			
	Sub-total of B						
C	Cost of Office rent	1	12	Month			
	Sub-total of C						
D	Per diem for WECS staff for Field work	3	450	Days	1600	720,000.00	As per Actual
	Sub-total of D						
E	Air Tickets for field visit of WECS Staffs		14	RT			
	Sub-total of E						
	Total Cost (A+B+C+D+E)						

Name of Firm/JV:

Authorized Signature:

Date:

Stamp of Firm/JV:



FORM FIN-4 BREAKDOWN OF OTHER EXPENSES....

3. Workshop/Training

Item	Particulars	Unit	Quantity	Rate(NRs.)	Amount(NRs.)	Remarks
A	One day workshop to present and discuss the inception report					
i)	Refreshment	per	40			
ii)	Stationery	Per	40			
iii)	Management support		1	LS		
iv)	Transportation & Daily Allowance	Per	40	3500	140,000.00	As per Actual
	Sub Total of A					
B	One day workshop to present and discuss the Interim Report-I (in WECS)					
i)	Refreshment	per	30			
ii)	Stationery	Per	30			
iii)	Transportation Allowance	Per	30	1000		
	Sub Total of B					
C	One day workshop to present and discuss the Interim Report-II (in WECS)					
i)	Refreshment	per	30			
ii)	Stationery	Per	30			
iii)	Transportation Allowance	Per	30	1000	30,000.00	As per Actual
	Sub Total of C					
D	Residential Draft Report Presentation Workshop(in Provinces 1 and 2) (1 day Workshop in each province)					
i)	Out of station allowance including transportation	per	80	5500	440,000.00	As per Actual
ii)	Stationeries and other materials	per	80			
iii)	Lunch,dinner,breakfast	per	80			
iv)	Workshop/Conference Hall rent, management support etc	LS	2			
	Sub Total of D					
E	Training on computer model operation and Quaternaries use for WECS staff					
i)	Stationery	per	10			
ii)	Refreshment	per	70			
iii)	Transportation Allowance	per	70	1000	70,000.00	As per Actual
	Sub Total of E	per				
	Total Cost (A+B+C+D+E),NRs.					

Note: For the Inception Workshop some of the Participants will be from the Provinces

Name of Firm/JV:

Authorized Signature:

Date:

Stamp of Firm/JV:

**FORM FIN-4 BREAKDOWN OF OTHER EXPENSES.....****4. Report Preparation**

S.N.	Description	Unit	Quantity	Rate(NRs.)	Amount(NRs.)	Remarks
1	Inception Report	copies	5			
2	Interim Report -I	copies	5			
3	Interim Report -II	copies	5			
4	Draft Final Report	copies	5			
5	Final Reports	copies	10			
	Total Amount (NRs.)					

Name of Firm/JV:

Authorized Signature:

Date:

Stamp of Firm/JV:



Section 5. Eligible Countries

For GoN funded: For the purpose of National shortlisting: **“Nepal”**



Section 6. Corrupt and Fraudulent Practices

["Notes to the Client": The following text is for GoN funded assignment and shall not be modified. In case DP funded project use DP's policy on corrupt and fraudulent practices]

It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or DP) 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:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - (iv) "obstructive practice" means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under Clause GCC 25.2.
- 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 blacklist 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 to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.



Section 7. Terms of Reference

1. Introduction

Information on energy resources and its consumption provide sound bases for appropriate policy formulation and planning of the energy sector towards sustainable development. It requires regular update and compilation of the resource status through primary research survey and study programs. The information helps in resources planning and management in integrated way. Energy resources have multiple usage. Fuel wood resources can be used for other wood demanding areas. Similarly agricultural residues and animal dung has vital contribution in agricultural production. Use of water resources also has multiple benefits like Hydropower generation, Irrigation, drinking water supply etc. Society can also achieve maximum benefits once the resources are utilized at optimum level for the concerned purpose. This requires actual field based information so that benefits can be accessed from multiple perspectives.

Water and Energy Commission Secretariat (WECS) has been involved in collection and analysis of the field based energy resources and consumption information since its establishment. WECS completed Sectorial Energy Supply/Demand Profiles at the regional level and Residential Energy Supply/Demand Profiles at the district level during 1990-1995. Such regional and district level sectoral energy supply demand profiles were updated and compiled in 1995/96 at national level. Industrial Sector Energy Consumption Survey was completed in 1997/98 covering both traditional and modern sector. Furthermore, WECS conducted the Commercial Sector Energy Consumption Survey in 1998/99 and Transport Sector Energy Consumption in the year 1999/2000. Agricultural Sector Energy consumption survey was also completed in 2000/01. Based on these primary surveys of energy demand supply situation, WECS published Energy Sector synopsis report in regular basis. Energy Consumption and Supply Situation of Nepal, 2011/12 is the latest survey carried out by WECS. WECS routinely conducts such primary surveys and prepares reports related to the development of the energy sector in Nepal, for example, estimation of resource potential, energy consumption and conversion technologies appropriate for Nepal's future economic growth, modernization, socio-economic development, policy researches and demonstration studies. Such information obtained from surveys and studies provide a scientific basis which would be a value added tool for conducting various energy policy analysis and energy modeling exercises.

As Nepal has entered into federal system with 753 local bodies and 7 provinces. Till date all the energy data are collected and compiled centrally. So WECS is planning to collect the data of energy consumption, supply and project energy demand of each province. This is just the initial step towards micromanagement of the energy data base. Though, WECS is publishing energy synopsis and energy data sheet frequently but previous data does not give any information about provinces. According to constitution 2015, every province has right to plan the project and in order to achieve their goal, province needs data related to energy. Energy consumption, energy supply and energy demand of each province shall be quantified after completing this project. WECS acting as an umbrella organization is going to collect and compile all the energy database of each province and district so that it would help province for the planning and management of energy resource.



An Integrated Energy Information System shall be established at WECS, which shall serve as a center of excellence. For such center, all sorts of data related to energy need to be collected, analyzed and updated regularly. Such system is of great importance in projecting future energy demand. On this backdrop WECS intends to invite National Consultants to conduct a survey on energy consumption and supply situation as well as project the future energy demand of all provinces of Nepal.

2. Objective of the study

The main objective of this project is to find the existing situation of energy consumption and supply situation of the energy resources at local, districts and Provincial level of Province No. 1 and Province No. 2 and forecast energy demand up to 2040 A.D. of the provinces at different economic growth rates (socio economic, demography & technology). The outcomes of this study shall be further presented in three physiographic regions (Himalaya, Mountains and Terai).

Followings are the specific objectives of the survey work in each province:

- To determine the present status of energy consumption and supply situation in all economic sectors namely residential/domestic, industrial, transport , commercial/business, agricultural, construction & mining industries and other sectors with energy resources potential of all districts of Province No. 1 and Province No. 2 including physiographic region.
- To prepare energy flow diagram (Sankey chart)
- To estimate the future energy demand of all type of energy for 20 years period in all economic sectors (Residential, Industrial, Commercial, Transport, Agriculture, Construction and Mining sectors) disaggregated by Province No. 1 and Province No. 2 at different growth scenarios (socio economic, demography & technology).
- Suggest the most appropriate and relevant models for energy demand forecast and add the data required to be collected
- To assess the supply demand balance of the energy resources by physiographic region of all Districts of Province No. 1 and Province No. 2.
- To identify the costs of all energy resources especially the commercial energy resources in each sample unit.
- Per capita and per economic sector energy consumption need to be assessed from the survey.

3. General Scope of Work

The scope of the work is, but not limited to, following:

- Before conducting the survey on energy consumption, supply situation and demand projection, the existing plans, policies, rules, regulations and guidelines related to energy shall be reviewed.



- Primary data shall be collected at natural and local unit at first and then converted into standard gigajoules (GJ) and Ton of Oil Equivalent (ToE) unit later during analysis.
- Both Total as well as Specific energy consumption of supply and demand in all economic sectors by each fuel type shall be provided.
- The study shall be carried out for all districts of Province No. 1 and Province No. 2 including three physiographic regions for the sample survey.
- The output of the survey should contain the energy consumption status of all district of Province No. 1 and Province No. 2. Total and Specific energy consumption of economic sectors and sub sectors, by each fuel types, end uses and energy technologies/devices shall be found out from this survey.
- The output of the survey shall also contain energy supply potential and demand projection of all energy forms of these provinces.
- **The estimation of the sample size shall be within 95% level of confidence with 5% margin error and cent percent response rate.** The ultimate location for determination of sample size of all economic shall be district level. The number of sample units should be large enough to secure such accuracy or precision.
- Major statistical information of the energy consumption in each Economic Sector at district and provincial level shall be assessed during the survey. Specially the average energy consumption, standard deviation/variation, coefficient of variation, standard error of the mean should be found out for each type of energy consumption in all sectors.
- After collection and compilation of all the data, energy demand of Province No. 1 and Province No. 2 by sector and fuel type shall be forecasted by using freely available software/model. The time period of the forecast shall be upto 2040 A.D., based on the survey carried out and secondary data if necessary.
- All the energy resources available and used in the country should be considered while surveying the energy consumption, demand and supply status. All the energy resources used in all economic sectors for all purposes and end uses by all devices should be identified during the survey. Energy resources shall be categorized into renewable and non-renewable energy resources. Renewable energy shall then be divided into conventional renewable and new renewable. Conventional renewable energy is further divided into traditional biomass and modern biomass whereas new renewable category includes the solar energy, wind energy, solar-wind hybrid system, geothermal energy, hydrogen fuel, hydropower etc. The traditional biomass means fuel wood, agricultural residues and animal dung whereas modern biomass includes both liquid and non-liquid biofuels. Biogas from the animal and human excreta and other waste biomass, ethanol, biodiesels are some of the examples of the liquid biofuels whereas non liquid biofuel means bio briquettes, charcoal etc. Nonrenewable energy resources primarily include the fossil fuel that covers petroleum fuel, natural gas, coals.
- Based on the ToR, detailed survey questionnaire separately for each economic sectors shall be prepared, which needs to be approved by WECS before mobilizing in the field survey.



- Before conducting Energy Consumption, Supply and Demand survey, training programme for the enumerators, field supervisors and WECS staffs shall be organized.
- A letter from the surveyed commercial, industrial, agricultural and construction & mining sector is necessary to verify the work. The letter should be submitted to WECS after completion of the field work in Field/Interim report.

4. Specific scope of the work

4.1. Residential/Domestic sector

- Household shall be the basic unit of energy consumption both in the rural and urban residential sector.
- Methodology for residential energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.
- Residential sector covers both the rural and urban residential sector while assessing the energy consumption.
- Detail survey design shall be develop and total number of sample units based on the standard statistical procedure shall be estimated.
- During the household survey, the energy consumption of the last year that is 12 months of the 2075 BS shall be collected. The detailed questionnaire shall be developed during the inception work. However consultants are advised to provide the detail methodological approach of data collection, data entering and analysis, reporting and presentation etc. Testing of the questionnaire shall be carried out before approval of the Inception Report.
- Primary data shall be collected in their natural unit in disaggregated form wherever possible. Natural unit shall be converted into the standard energy unit that in GJ and ToE while analyzing and reporting the final work.
- Basic socio economic information shall also be collected during the household survey. Especially the household size, farm size, distance from the nearest market, distance from the forests, distance from the highway/accessible road, access to grid electricity, access to other energy form such as biogas, solar, micro hydro, bio briquette etc. shall be collected. This provides the relationship between energy consumption and socio economic situation.
- Energy production within the household level shall also be assessed. Particularly the fuel wood, agricultural residues and animal dung produced within the household level shall be estimated. Commercial production of the energy resources such as bio-briquettes, fuel wood etc. shall also be accounted during the survey. **Energy supply demand balance at household level shall therefore be known from the survey work.**
- Local measurement unit of the non-commercial energy resources such as fuel wood, animal dung and agricultural waste shall be taken into account while taking the



questionnaire survey at the household level. Standardization of the local unit is necessary during the data analysis.

- Consultants are strongly advised to compare the output of this survey work with "Update and Compilation of Regional Energy Consumption Profile 1995/96", and "Energy Consumption and Supply Situation of Nepal, 2011/12" reports of WECS for reference.

4.2. Industrial Sector

Industrial Energy consumption Survey shall cover both the traditional/cottage and modern industries. The modern industries can further be divided into large, small and medium enterprises. However, National Standard of Industrial Classification should be adopted while surveying the industry sector.

- Methodology for industrial energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.
- All categories of industries should be represented for energy consumption and survey. A single factory with a particular product shall be the sample unit of the industrial energy consumption and survey with greater focus on energy intensive industries.
- Like in the residential sector, each district shall be the basic sampling location for the primary survey of the industrial energy consumption.
- Energy consumption by end uses, devices/technologies in each district, provincial level shall be estimated from the primary survey. Furthermore, energy consumption by industrial output, cost, labour etc. are important variables to be identified.
- Consultants are strongly advised to compare the output of this survey work with "Industrial Energy Consumption Survey 1996/97 ", and "Energy Consumption and Supply Situation of Nepal, 2011/12" reports of WECS for reference.

4.3. Transport Sector

Transport sector has different types of mode to be surveyed from energy consumption perspective. Transport sector shall be broadly divided into Road Transport (Passenger and Freight), Air transport and Ropeway sub sector. Road, Air and Ropeway transport which shall further be divided into public, private, corporate and government transport and others. The main uses of the transport sector are passenger services, goods carrier services. In this sector buses, cars, jeeps, vans are used for passenger services and truck, lorry, pickup could be the load carrier services. Similar categories can be made in the air transport sector.

Each type of energy consumption in each mode of transport sector for all District of Province No. 1 and Province No. 2 shall be assessed in the survey. Major variables in transport sector from the energy consumption perspective shall be identified. For example, energy consumption per passenger kilometer can be one of the important variables for Passenger Transport and ton kilometer for Freight Transport that can be used for future forecasting of the energy consumption.



- The study shall find out the major driving factors affecting the energy consumption in this sector.
- Methodology for transport energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.
- A time series data of the number of vehicles registered in the country shall be identified so that the growth of the vehicles can be estimated to make the relation with sectorial energy consumption.
- Number of vehicles (operational and non-operational) registered in different Zones as well as in Provinces of Nepal should be taken into consideration while determining the sample size in this sector. All types of vehicles shall be accounted and be represented during survey work. Energy consumption, the vehicle registration number, owner's information, its type, capacity etc. shall be mentioned in the field survey. The information related to vehicle registration can be obtained from Department of Transport Management.
- Average kilometres of each vehicle type in a day/week/month/year should be assessed during the primary survey from the sample unit.
- A vehicle shall be the sample unit in this sector. The sample unit can be motorcycle, jeep, car, bus, truck, airplane, helicopter etc.
- Total fuel consumption by each transport mode can be estimated based on the distance covered in a day/week/month/year and the distance covered per unit of fuel.
- Supply of fuel used in the transport sector should also be assessed during the field survey. Numbers of petrol pumps supplying the petroleum products in the transport mode are important in this regard. Transport sector fuel consumption can be obtained from the divisions of Nepal Oil Corporation.
- "Detailed Energy Consumption Survey in Transport Sector of Nepal (2000)" report of WECS can be reviewed in this regards.
- The further details on energy consumption survey and design on the transport sector are expected from the consultant side.

4.4. Commercial sector

This sector is one of the major energy consuming sectors. Each type of energy consumption in commercial sector for all District of Province No. 1 and Province No. 2 shall be assessed in the survey. This sector includes varieties of institutions ranging from academic sector to the commercial complexes. Some important sub sectors are hotels, restaurants, wholesalers/dealers/retailers of the industrial products, hostels/barracks, academic institutes, corporate bodies, hospitals, nursing homes, banks and high rise buildings etc.

- The basic sample unit for this sector shall be commercial entity.
- Methodology for commercial energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.



- A complete list of the commercial entities by district and province shall be identified from the government registration office.
- Energy consumption per capita, energy consumption per sample unit, energy consumption per factor of expansion in each category of the corporate sector shall be identified. For example, energy consumption per bed or per guest can be major variables for hotels/ restaurants. Energy consumption per number of student can be the expansion factor in hostels.

4.5. Agricultural sector

Electricity and petroleum products are two major energy resources used in this sector. Electricity is mainly used in water pumping for irrigation purposes whereas petroleum products are used for both the water pumping as well as tillage purpose by tractors, harvesters etc. Major energy technologies in this sector are electric pump, electric generator, diesel pump, diesel generators and tractors. Drought animal power in this sector can be ignored in this survey. It requires separate survey for accurate estimate. Trend of using Renewable energy in the agriculture sector is increasing. Solar water pumping is recognized as emerging technology in the rural area.

- Methodology for agriculture energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.
- Ultimate sample location in this sector shall be the district. A farm shall be the sample unit for the energy consumption survey. The farm size (big, medium and small) shall be taken into consideration while identifying the sample size. However, sampling intensity shall be the different one than the residential sector.
- The data shall be collected on the basis of type of energy consumption (petroleum, Solar, grid electricity etc.), its specific use (irrigation, plantation, harvesting etc.) and technology used (tractor, power tiller, harvester, paddy/garlic thresher etc.)

4.6. Construction and Mining sector

Construction Projects like Water supply, Irrigation, Hydropower, Crusher industry, High rise building construction, Road/Bridge construction projects and mining industries (Limestone, Coal etc.) are energy intensive sites. Heavy equipment's like Loader, Dozer, Excavator, Tunnel Boring Machine, Crusher machine etc. are frequently used in such construction projects.

- Inventory of construction sector projects, mining industries and equipment used shall be prepared.
- Methodology for construction and mining sector energy demand analysis should be developed and approved by WECS. Based on the approved methodology necessary data and assumptions will be agreed.
- Each district shall be the basic sampling location for the survey and construction site shall be the sample unit.



- Energy consumption by end uses, devices/technologies and the fuel type in each district and provincial level should be determined from the survey.
- Energy consumption, supply and demand forecast of all on going National Pride Projects of these Provinces shall be carried out. The energy consumption, supply and demand forecast of such projects shall be categorized under Province level.

5. Energy Resource and Supply Assessment

- All the indigenous and modern energy resources of all economic sectors shall be assessed at district and Provincial level.
- Energy Resources database or information shall be updated up to the recent years using standard factors acceptable as per statistical procedures.
- Energy supply assessment shall be made based on secondary information available in the country. Authentic and approved secondary information shall be used for this purpose.
- Supply situation of the imported fossil fuels (coal, petroleum products, natural gas) shall also be estimated for all district of Province No. 1 and Province No. 2.
- Production of electricity in different parts of the country can be collected from Nepal Electricity Authority (NEA), Independent Power Producers Association of Nepal (IPPAN) and Alternative Energy Promotion Centre (AEPC) up to the recent years and also its future generation plan. Electricity supply situation shall also cover the transmission and distribution network in the country.
- Supply potential of renewable energy resources shall also be assessed based on the available information. Supply potential of some of the renewable such as wind, micro hydro, solar, biogas, waste to energy and solar wind hybrid can be found from the AEPC. Similarly, other reliable and authentic institution can be used for collecting the information.

6. Energy Demand Projection

Forecast of energy demand can help the decision/policy makers to know the volume and trend of the future energy consumption for better planning and scheduling the appropriate operation of energy supply and distribution systems. The following shall be considered while projecting the energy demand.

- The future energy demand projection shall be based on a set of consistent assumptions on medium to long term socio-economic, technological and demographical developments of provinces. The different socio economic growth rates shall be based on consultation with National Planning Commission (NPC).
- The appropriate and freely available software/model shall be used for the demand forecasting.
- All economic sectors and all energy resources shall be considered in the energy demand projection.



- The Past and Current Energy demand and consumption shall be reviewed. For reference "Electricity Demand Forecast Report (2014-2040)" report published by WECS and "Energy Demand Projection 2030" report published by Investment Board of Nepal shall be reviewed.

7. Duration and Phase of Work

The whole survey works shall be completed in **12 months** after signing the contract. The phase of the work shall be as follows:

- Inception/Desk Reporting Phase
- Interim I Phase
- Interim II Phase
- Draft Phase
- Final Phase

The scope of work for each Phase shall include, but not be limited to, the following:

7.1. Inception/Desk Reporting Phase

In this phase, the consultant shall review Literatures related to previous and existing Energy consumption pattern, Supply and Demand situation as well as collect all the information's related to economic sectors especially from energy perspective. The duration of this Phase shall be of **one (1) month** after signing the contract.

- Plan/Policies/Guidelines related to Energy shall be reviewed.
- Data related to distribution of the population, households, industrial units, commercial and business units, agricultural and farm units, transport units, constructions and mining's etc. shall be identified of District and Provincial level of Province No. 1 and Province No. 2 that helps to estimate the sample size.
- Basic characteristics and information related to the economic sectors shall be collected from the different authentic institutions and authorities. For example, population census report, national living standard survey report, household expenditure survey report, labor survey report, economic survey reports, agricultural census survey, industrial inventory etc. are the important reference materials for Inception/Desk Reporting.
- In this phase, a detail sampling design including the number of sample units in each economic sector for the energy consumption survey shall be estimated based on the aforesaid statistical methods. Districts shall be the ultimate location for determination of sample size. Before the field work, the questionnaire shall be prepared and submitted in the Inception Report for approval. The questionnaire shall also be tested before approval.
- For mobilization of the survey team for field data collection prior approval of WECS is required. Before conducting the real survey, a pilot survey for the test of the questionnaire shall be carried out.



- Inception Report shall include the detailed methodology for sampling determination, collecting the data and information of each sector and energy resources. It shall also cover the field mobilization schedule of field supervisors, enumerators and other team members.
- The Inception Report shall include the detailed information and methodology of the model to be used for Energy Demand Projection.
- Consultants are strongly advised to refer the previous WECS survey reports regarding the energy consumption.
- This Inception Report shall further provide the outline of output of the survey and detailed table of contents for writing the final results.
- At least **five (5) hard copies** of the report including a soft copy shall be submitted to WECS for its approval. All pages of the hard copy should be authenticated by the consultant with official signature and official stamps.
- WECS will organize one day Workshop for presentation on Inception Report. WECS will comment on the report as per objective, scope and spirit of the ToR. WECS may also invite the experts and concerned professionals in this Workshop. All the comments and suggestions provided by WECS shall be incorporated in the revised Inception Report.

7.2. Interim Phase

After approval of the Inception Report, the consultant shall prepare for field mobilization of the supervisors, enumerators and other team members for field survey. Before mobilization of the staffs for the field survey, an extensive training programme for field staffs shall be organized. **WECS professionals shall be engaged in this training programme.**

- A prior approval is required for the use of field questionnaires and field personnel not specified in technical proposal. The Consultant shall have the responsibility to defend the quality, authenticity and appropriateness of data.
- The consultant shall complete all the field survey work in this phase. The Interim/Field reports shall include compilation of data of different end uses in district and provincial levels including physiographic region at different economic growth rates.
- The field survey questionnaires, primary and processed data shall be the property of WECS and shall be submitted to WECS in original form separately. These data should not be used anywhere else without a written consent from WECS.
- A proof of the field work and primary data collection from the sample unit in each sector should be submitted to WECS for its verification. **For household and agricultural sector energy consumption survey, a certification from the Municipal Office/ Ward Office of the Municipality shall be submitted to WECS.** In case of Industrial, Commercial, Construction and Mining sectors, a certification form related entity shall be obtained and submitted to WECS.
- All the information collected during the field work for primary data of the energy consumption should be analyzed using **a standard computer model/programme.** The preliminary findings of the field work should also be mentioned in this report.



Important statistical information specially the standard deviation, average, standard error, error margin of the sample survey should also be covered here. Accuracy of the sample survey shall also be judged from this information.

The Interim Phase is divided into two (2) Phases:

- a) **Interim Phase-I:** In this Phase, the consultant shall complete the survey of at least 1 province out of 2 provinces. The consultant shall submit **5 hard copies** with a soft copy of the Interim Report-I including all the data collected, processed and analyzed. The duration of this phase shall be of **Four (4) months** after submission of the Inception Report.
- b) **Interim Phase-II:** In this Phase, the consultant shall complete the survey of remaining province. The consultant shall submit **5 hard copies** with a soft copy of the Interim Report-II including all the data collected, processed and analyzed. The duration of this phase shall be of **Four (4) months** after submission of the Interim Report-II.

All the above Interim Reports shall include the entire completed questionnaire sheet in its original form. Soft copy shall include model/data entering, data analysis and data output information of field work. The Interim Reports shall cover the list of sample units with its detail information (name, location, geography, types etc.). After completion of the field survey work, the consultant shall submit Interim Reports to WECS. With coordination with WECS, the consultant shall organize a presentation programme on respective Interim Reports at WECS meeting hall. After presentation on each Interim Reports, WECS will provide comments and suggestions. All the comments and suggestions provided by WECS shall be incorporated in respective Interim Reports.

7.3. Draft Report Phase

After completion of Interim Phase, the consultant shall prepare and submit **Five (5)** hard copies and a soft copy of Draft Report for review and comments. The duration of this Phase shall be of **two (2) months** after the submission and approval of Interim Report-II.

- This draft report shall include data analysis and results/outputs of all Interim Reports in compiled form.
- The report shall cover text, table, picture based on the findings of the survey work. It shall also compare the results with previous finding of the WECS survey work.
- The complete developed model of future energy demand projection of all economic sectors by each energy resources type at different growth scenarios (socio economic, technology & demography) of provincial level of Province No. 1 and Province No. 2 shall be submitted.
- One week training in operation of energy demand projection model shall be conducted by the Consultant at WECS.
- WECS will organize Provincial level workshops (one Workshop in each Province) for presentation (by Consultant) and discussion on Draft Report among related stakeholders. WECS may also invite the experts and concerned professionals in these Workshops.
- *Costs and expenditures of the Workshops and training shall be covered by the consultant itself.*



7.4. Final Report Phase

The duration of this phase shall be of **one (1) month** after the submission and approval of Draft Report.

- After receiving comments/suggestions from WECS and related experts on the Draft Report, the consultant shall prepare the Final Report incorporating all the comments and suggestions.
- The submitted Final Report shall be in the manner acceptable to WECS. Ten (10) hard copies and a soft copy of Final Report shall be submitted. The consultant shall submit the analyzed database files and complete energy demand projection model.

8. Expected Human Resources

The following professionals with stated qualifications are proposed for the assignment.

S. N.	Particulars	Minimum Qualification	Required No.	Experience
1	Team Leader	Master's degree in Engineering field	1	At least 10 years of professional work experience in the related and relevant field
2	Energy Modeling Expert	Master's degree in Engineering field	1	At least 10 years of professional work experience in the related and relevant field
3	Statistician/ Data Analyst	Master's degree in Statistics	1	At least 10 years of Professional work experience in related and relevant field
4	Economist	Bachelor's degree in Economics	1	Minimum 5 years of professional work experience in related and relevant field
5	Electrical Engineer	Bachelor's degree in Electrical Engineering	1	Minimum 5 years of professional work experience in the related and relevant field
6	Mechanical Engineer	Bachelor's degree in Mechanical Engineering	1	Minimum 5 years of professional work experience in the related and relevant field
7	Forestry Expert	Bachelor's degree in Forestry Science	1	Minimum 5 years of Professional work experience in related and relevant field
8	Field Supervisor	Minimum 10 +2	1	Minimum 5 years of Professional work experience in related and relevant field
9	Computer Operator/Office Assistant	Minimum 10+2	1	Knowledge in Computer (MS office)
10	Enumerators	Minimum SLC/SEE	12	-

Note: CV of key experts from S.N. 1 to 7 shall be evaluated. The work experience of the key experts shall be counted after completion of the Bachelor's Degree.

The responsibility of the experts are, but not limited to, the following:



8.1. Team Leader

The Team Leader shall have substantial experience in the area of energy sector. S/he shall have minimum Master's degree in any engineering field with at least 10 years of professional work experience in the related and relevant field. S/he shall have specific work experience in Energy survey/Energy statistics/Energy management /Energy Planning sector. S/he shall be responsible to:

- Take full responsibility for the consulting team and as per the Term of Reference (ToR), provide overall direction to the consulting team and coordinate between individual experts and with related WECS officials.
- In co-ordination and cooperation with WECS, carryout extensive consultations with the key stakeholders for obtaining suggestions and concurrence with the contents of the plan.
- Prepare detailed schedules for the fieldwork and office works;
- Organize meetings and workshops;
- Ensure timely delivery and quality control of the outputs required as per ToR.

8.2. Energy Modelling Expert

The Energy Modeling Expert shall have substantial experience in the area of energy sector. S/he shall have minimum Master's degree in engineering field with at least 10 years of professional work experience in the related and relevant. S/he shall have specific work experience in energy modeling works. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Take full responsibility for preparation of framework, data analysis and carry out modeling for the energy demand projection.
- Assist the Team Leader in timely delivery of all outputs related to modelling and preparation of reports.
- Assist the study team in preparing questionnaires required for the model to predict the demands of various energy resources at future at economic growth rate.

8.3. Statistician/ Data Analyst

The Statistician/Data Analyst shall at least have Bachelor's degree in Statistics with minimum 5 years of Professional work experience in related and relevant field. S/he shall have specific work experience in data analysis, statistics and preparation of questionnaire of similar sector. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Coordinate with field supervisors to receive the field survey data for further processing.
- Carry out all the statistical analysis after receiving the data from field survey.
- Provide inputs to the Energy Modeling Expert during energy modeling.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.



8.4. Economist

Economist shall at least have Bachelor's degree in Economics with at least 5 years of professional work experience in related and relevant field. S/he shall have specific work experience in economic analysis. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Ensure that economic/financial assessments carried out are undertaken with correct methodologies.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.
- Analysis of energy data in terms of different economic growth rates.
- Provide inputs to the Energy Modeling Expert during energy modeling.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.
- Predict the energy consumption of various energy resources at different economic growth rates.

8.5. Mechanical Engineer

The Mechanical Engineer shall have substantial experience in the area of energy sector. S/he shall at least have a Bachelor's degree in Mechanical Engineering with at least 5 years of professional work experience in the related and relevant field. S/he shall have specific work experience in Energy planning /Energy management / Energy sector survey. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Carry out field work and diagnose the data related to all Mechanical/Industrial sectors during energy survey.
- Provide inputs to the Energy Modeling Expert during projection of the energy demand.
- Monitor, review and analyze the inputs provided by different experts in the team;
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

8.6. Electrical Engineer

The Electrical Engineer shall have substantial experience in the area of energy sector. S/he shall at least have a Bachelor's degree in Electrical Engineering with at least 5 years of professional work experience in the related and relevant field. S/he shall have specific work experience in Energy planning /Energy management / Energy sector survey. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Carry out field work and diagnose the data related to all Electrical sectors during energy survey.
- Provide inputs to the Energy Modeling Expert during projection of the energy demand.
- Monitor, review and analyze the inputs provided by different experts in the team;
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.



8.7. Forestry Expert

The Forestry Expert shall at least have Bachelor’s degree in Forestry science with minimum 5 years of Professional work experience in related and relevant field. S/he shall have specific work experience in survey related to traditional energy (fuel wood, agriculture residue, biomass etc.) and preparation of questionnaire of forest/agriculture sector. S/he shall be responsible to:

- Work closely with other members of the core technical team and assist the Team Leader.
- Carry out the survey and diagnose the data related to traditional energy.
- Provide inputs to the Energy Modeling Expert during energy modeling.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

9. Work Schedule

The Consultant shall complete the entire study project within a period of **12 months** from the date of signing the agreement with WECS. It is responsibility of the consultant to plan in detail the work schedule and expert person-months schedule to complete the assigned work within the assigned time frame.

10. Terms of Payment

Payment shall be made according to the following schedule:

Installments	Payment (%) of the total Contract Amount	Condition for Payment
1 st Installment	20%	After submission and approval of Inception Report
2 nd Installment	20%	After submission and approval of Interim Report I
3 rd Installment	20%	After submission and approval of Interim Report II
4 th Instalment	20%	After submission and approval of Draft Report and operational energy model with inputs and outputs
5 th Installment	20%	After submission and approval of Final Report and model

Consultant should request the WECS for the payment of the offered job with valid bills.

11. Language of the Report:

All the reports shall be prepared and submitted in English.

12. Competencies

The organization/consulting firm shall have the following competencies:

- Excellent communication skill, good working relationship with the government and other organization and ability to collect and analyze data and information.
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to this subject area.



13. Qualifications:

The consulting firm shall provide lists of qualified human resources with proven track records. The study team should comprise of specialist and/or knowledge –based human resources having required qualifications and experiences in relevant fields/thematic areas to carry out the works as included in the scope of this study. S/he shall have fluent writer and oral communication in English.

14. Property Rights

WECS shall have the sole authority on all data (primary and analyzed), texts, pictures, letters, analysis, questionnaires (filled and unfilled) and other information collected during the survey. Therefore, the consultant should include a letter indicating the transfer of copyright on information. The consultant should refrain from using any of the information in any other studies without receiving prior approval from WECS. Failing to get prior approval from WECS in such cases may result in black listing of the consultant in WECS works and publication of such act of the consultant in national daily newspapers.

15. Work Inspection

- Before proceeding with the field work, the consultant shall submit a field work schedule so that WECS may send its own staff to observe the field work and monitor the progress.
- Before the award of the contract, the designated WECS staff may visit the office of the consultant to verify the status and soundness of the consulting firm to carry out the job. The designated WECS staff shall also be entitled to visit the office of the consultant during implementation, from time to time to inspect the work in progress. The consultant should submit monthly progress report in writing.

16. Technology Transfer

- The consultant shall conduct one week training programme for the technology transfer to the WECS and other concerned office Staffs. The training programme shall be based on modelling of Energy consumption, supply and demand projection during Draft phase of this project.

17. Other Instructions

- WECS' energy professionals shall regularly monitor and evaluate the survey work from the beginning. Field works shall also be monitored and evaluated directly at the site as well as office. WECS may request other government and related agencies to monitor and evaluate the consultant's work both in the office and in the field.
- The cost of presentations, meetings, workshops, interactions as indicated in the ToR and suggested by WECS should be covered by the consultant.



- WECS reserves the right to accept or reject any or all of the proposals without assigning any reason whatsoever.

PART II

Section 8. Conditions of Contract and Contract Forms

Foreword

1. Part II includes standard Contract forms for Consulting Services (a Lump-Sum Contract).
2. **Lump-Sum Contract:** This type of contract is used mainly for assignments in which the scope and the duration of the Services and the required output of the Consultant are clearly defined. Payments are linked to outputs (deliverables) such as reports, drawings, bill of quantities, bidding documents, or software programs. Lump-sum contracts are easier to administer because they operate on the principle of a fixed price for a fixed scope, and payments are due on clearly specified outputs and milestones. Nevertheless, quality control of the Consultant's outputs by the Client is paramount.



STANDARD FORM OF CONTRACT

Consultant's Services

LUMP-SUM FORM OF CONTRACT



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Preface

1. The standard Contract form consists of four parts: the Form of Contract to be signed by the Client and the Consultant, the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC); and the Appendices.
2. The General Conditions of Contract shall not be modified. The Special Conditions of Contract that contain clauses specific to each Contract intend to supplement, but not over-write or otherwise contradict, the General Conditions.



CONTRACT FOR CONSULTANT’S SERVICES

Lump-Sum

Project Name : Energy Consumption and Supply situation in Federal System of Nepal (Province No. 1 and Province No. 2)

Contract No. WECS 03/075/076

between

Water and Energy Commission Secretariat, Government of Nepal

and

[Name of the Consultant]

Dated: 2076/ _____



I. Form of Contract

LUMP-SUM

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client]* (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Consultant”).]

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received *[or has applied for]* a loan *[or grant or financing]* from the Donor Agency: toward the cost of the Services and intends to apply a portion of the proceeds of this *[loan/grant/financing]* to eligible payments under this Contract, it being understood that (i) payments by the Donor will be made only at the request of the Client and upon approval by the Donor; (ii) such payments will be subject, in all respects, to the terms and conditions of the *[loan/grant/financing]* agreement, including prohibitions of withdrawal from the *[loan/grant/financing]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Donor, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations]; and (iii) no party other than the Client shall derive any rights from the *[loan/grant/financing]* agreement or have any claim to the *[loan/grant/financing]* proceeds;

[Note: Include Clause (c) only in case of donor-funded projects.]

NOW THEREFORE the parties hereto hereby 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) Appendices: : **[Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]

Appendix A: Terms of Reference

Appendix B: Key Experts



II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Guidelines” means the policies of the Development Partner (DP) governing the selection and Contract award process, in case of DP funded project.
 - (b) “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.
 - (c) “Borrower [*or Recipient or Beneficiary*]” means the Government, Government agency or other entity that signs the financing [*or loan/grant/project*] agreement with the Development Partner.
 - (d) “Client” means [*procuring entity/the implementing/ executing*] agency that signs the Contract for the Services with the Selected Consultant.
 - (e) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
 - (f) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
 - (g) “Day” means a working day unless indicated otherwise.
 - (h) “Development Partner (DP)” means the country/institution funding the project **as specified in the SCC**.
 - (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
 - (j) “Experts” means, collectively, Key Experts, Non-Key Experts or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
 - (k) “Foreign Currency” means any currency other than the currency of the Client’s country.
 - (l) “GCC” means these General Conditions of Contract.
 - (m) “Government” means the government of Nepal (GoN).
 - (n) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than



one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.

- (o) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.
- (p) "Local Currency" means the currency of Nepal (NPR).
- (q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.
- (s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

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

4. Language

4.1. 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.

5. Headings

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

6. Communications

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. 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 to such Party at the address specified in the **SCC**.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.

7. Location

7.1. 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 the Government's country or elsewhere, as the Client may approve.

8. Authority of Member in Charge

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

9. Authorized Representatives

9.1. 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 Consultant may be taken or executed by the officials specified in the **SCC**.

10. Corrupt and Fraudulent Practices

10.1 The GoN/DP requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in **Attachment 1** to the GCC.

a. Commissions and Fees

10.2 The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or the other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions and gratuities may result in termination of the Contract.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

11. Effectiveness of Contract

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

12. Termination of Contract for Failure to Become Effective

12.1. If this Contract has not become effective within such time period after the date of Contract signature as 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.

13. Commencement of Services

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.



- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as **specified in the SCC** or such other time period as the Parties may agree in writing.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or 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 modification or variation made by the other Party.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, 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, confiscation or any other action by Government agencies.
- 17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- b. No Breach of Contract** 17.4. 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.
- c. Measures to be Taken** 17.5. 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.
- 17.6. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably



practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

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

d Extension of Time (EoT)

17.8. 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.

17.9. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

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

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

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its 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 Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19. 1 This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to



in (a) through (d); and at least sixty (60) calendar days' written notice in case of the event referred to in (e):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18 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;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its 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;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 48.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to furnish the professional liability insurance within 30 days from the date of signing of the contract agreement.

19.1.2 Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practices, in competing for or in executing the Contract, then the Client may, after giving fifteen (15) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3 The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 48.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 48.1.



- (d) 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 Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.
- c. Cessation of Rights and Obligations** 19.1.4 Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, 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 23, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 26, and (iv) any right which a Party may have under the Applicable Law.
- d. Cessation of Services** 19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant 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 Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 28 or GCC 29.
- e. Payment upon Termination** 19.1.6 Upon termination of this Contract, the Client shall make the following payments to the Consultant:
- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
 - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

- a. Standard of Performance** 20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the



third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

**b. Law
Applicable to
Services**

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, Client's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Client's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

**21. Conflict of
Interests**

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant
Not to Benefit
from
Commissions,
Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 39 through 45) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant 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 Consultant in the exercise of such



procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, 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.

c. Prohibition of Conflicting Activities

21.1.4 The Consultant shall not engage, and shall cause their Personnel as well as its Sub-consultants 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

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Consultant has an obligation and shall ensure that its Personnel and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the termination of its Contract.

22. Conduct of Consultants

22.1 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.

22.2 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 :

- (i) give or propose improper inducement directly or indirectly,
- (ii) distortion or misrepresentation of facts
- (iii) engaging or being involved in corrupt or fraudulent practice
- (iv) Interference in participation of other prospective consultants.
- (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- (vi) 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.
- (vii) 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 then notification of award of contract
- 23. Confidentiality** 23.1 The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or 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.
- 24. Liability of the Consultant** 24.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.
- 25. Insurance to be Taken out by the Consultant** 25.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage 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. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
- 25.2 The Consultant shall take out and maintain professional liability insurance within 30 days of signing of the contract agreement.
- 26. Accounting, Inspection and Auditing** 26.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- 26.2. The Consultant shall permit and shall cause its Sub-consultants to permit, the Client/DP and/or persons appointed by the Client/DP to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Client/DP if requested by the Client/DP. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Client/DP's inspection and audit rights provided for under this Clause GCC26.2 constitute a prohibited practice subject to contract termination.
- 27. Reporting Obligations** 27.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.
- 28. Proprietary Rights of the Client in Reports and** 28.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the



Records

course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant 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 Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

28.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

29. Equipment, Vehicles and Materials

29.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly 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 Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, 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.

29.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

30. Description of Key Experts

30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

31. Replacement of Key Experts

31.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Removal of Experts

32.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with



or Sub-consultants having committed a criminal action, or shall the Client determine that Consultant's Expert of Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive *[or obstructive]* practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.

32.2 In the event that any of Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

32.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CLIENT

33. Assistance and Exemptions

33.1 Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned



therein by the Experts in the execution of the Services.

- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

34. Access to Project Site

34.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

35. Change in the Applicable Law Related to Taxes and Duties

35.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant 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 39.1.

36. Services, Facilities and Property of the Client

36.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

37. Counterpart Personnel

37.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

37.2 If counterpart personnel are not provided by the Client to the Consultant as and when specified in **Appendix A**, the Client and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Client to the Consultant as a result thereof pursuant to Clause GCC 39.2

37.3 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

38. Payment Obligation

38.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.



F. PAYMENTS TO THE CONSULTANT

- 39. Contract Price**
- 39.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.
- 39.2 Any change to the Contract price specified in Clause 39.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.
- 40. Taxes and Duties**
- 40.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract.
- 41. Currency of Payment**
- 41.1 Any payment under this Contract shall be made in the currency (ies) specified in the **SCC**.
- 42. Mode of Billing and Payment**
- 42.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 39.1.
- 42.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.
- 42.2.1 Advance payment: Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.
- 42.2.2 The Lump-Sum Installment Payments. The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.
- 42.2.3 The Final Payment .The final payment under this Clause shall be made only after the final report I have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives



written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

42.2.5 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

43. Retention

43.1. The Client shall retain from each payment due to the Consultant the proportion **stated in the SCC** until Completion of the whole of the Works.

43.2. One half the total amounts retained shall be repaid to the Consultant at the time of the payment of the Final Bill pursuant to GCC Clause 42.2.3 and the remaining half shall be paid to the consultant within 15 days after submission of document issued by the concerned Internal Revenue Office that the consultant has submitted his Income Returns.

44. Interest on Delayed Payments

44.1. If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 42.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

45. Liquidated Damages

45.1. The Consultant shall pay liquidated damages to the Client at the rate per day stated in the SCC for each day that the completion of 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.

G. FAIRNESS AND GOOD FAITH

46. Good Faith

46.1 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.

H. SETTLEMENT OF DISPUTES

47. Amicable Settlement

47.1 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.

47.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing



within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicably settled within fifteen (15) days following the response of that Party, Clause GCC 48.1 shall apply.

48. Dispute Resolution

48.1 Any dispute between the Parties arising under or related to this Contract that 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 by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

I. BLACKLISTING

49. Blacklisting

49.1 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.

- a) if it is proved that the consultant committed acts pursuant to GCC 22..2,
- b) if the Consultant fails to sign an agreement pursuant to Information to Consultants Clause 29.3,
- 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 consultant from participating in the assignment.
- e) if it is proved that the contract agreement signed by the Consultant was based on false or misrepresentation of consultant's qualification information,
- f) if the consultant fails to submit the professional liability insurance within the period stipulated in the contract.

49.2 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 participation the selection process during the period of time determined by the PPMO, and or the concerned donor agency.



III. Special Conditions of Contract

[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.1 and 6.2	The addresses are: Client : Water and Energy Commission Secretariat, Singha Durbar, Kathmandu Attention : The Secretary Facsimile : <u>01-4211425</u> Consultant : _____ _____ Attention : _____ Facsimile : _____ E-mail (where permitted) : _____
8.1	<i>[Note: If the Consultant consists only of one entity, state “N/A”; OR If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC 6.1 should be inserted here.]</i> The Lead Member on behalf of the JV is _____ _____ [insert name of the member]
9.1	The Authorized Representatives are: For the Client: [name, title] _____ For the Consultant: [name, title] _____
12.1	Termination of Contract for Failure to Become Effective: The time period shall be 30 days
13.1	Commencement of Services: The number of days shall be 15 days Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.
14.1	Expiration of Contract: The time period shall be 12 months from the date of signing of the Contract.



21 b.	The Client reserves the right to determine whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3
24.1	“Limitation of the Consultant's Liability towards the Client: (a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant 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 (i) affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services; (ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law of the Client's country.
25.1	The insurance coverage against the risks shall be as follows: 34. Professional liability insurance, with a minimum coverage of 100% of the contract amount. (b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client's country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of “ in accordance with the applicable law of Government of Nepal” (c) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency or state “in accordance with the applicable law in the Client's country”]</i>; (d) employer's liability and workers' compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client's country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the



	Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
28.1	All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client.
39.1	The Contract price is: _____ [insert amount and currency for each currency] [indicate: inclusive or exclusive] of Value Added Tax (VAT). VAT chargeable in respect of this Contract for the Services provided by the Consultant shall [insert as appropriate: “be paid” or “reimbursed”] by the Client [insert as appropriate: “for” or “to”] the Consultant.
42.2	The payment schedule: 1st payment: 20 (Twenty) Percent of the total contract amount NRs.....(excluding VAT) shall be paid upon submission of 5 (Five) hard copies of Inception Report with a soft copy in editable file saved in CD and after the approval of the report. The Inception Report shall be submitted within one (1) month from the effectiveness of the Contract. 2nd payment: 20 (Twenty) Percent of the total contract amount NRs.....(excluding VAT) shall be paid upon submission of 5 (Five) hard copies of Interim Report I with a soft copy in editable file saved in CD and after the approval of the report. The Interim Report I shall be submitted within Four (4) months after submission of the Inception Report. 3rd payment: 20 (Twenty) Percent of the total contract amount NRs.....(excluding VAT) shall be paid upon submission of 5 (Five) hard copies of Interim Report II with a soft copy in editable file saved in CD and after the approval of the report. The Interim Report II shall be submitted within 4 months after submission of the Interim Report I. 4th payment: 20 (Twenty) Percent of the total contract amount NRs.....(excluding VAT) shall be paid upon submission of 5 (Five) hard copies of Draft Report, a digital copy and analyzed database files & complete energy demand projection model and after the approval of the report. The Draft Report shall be submitted within Two (2) months after submission of the Interim Report II. Final Payment: 20 (Twenty) Percent of the total contract amount NRs.....(excluding VAT) shall be paid upon submission of 10(Ten) hard copies of Final Report, a digital copy as well as analyzed database files & complete energy demand projection model and after the approval of the report. The Final Report shall be submitted within 1 month after the submission and approval of Draft Report.



42.2.1	<i>No any advance payment will be made.</i>
42.2.4	The accounts are: The details shall be provided by the Consultant within 30 days from the effective date of the Contract.
43.1	The proportion of payments retained is: <i>5% of the invoice amount.</i>
44.1	The interest rate is: <i>Not Applicable</i>
45.1	The liquidated damage is: 0.05%per day. The maximum amount of liquidated damages is: 10% of the sum stated in the Agreement.
48.	(a) Contracts with foreign consultants: <i>Not Applicable</i>
	(b) Contracts with domestic consultants: Arbitration shall be conducted in accordance with Nepal Arbitration Act,2055.



IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[Note: This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 5 of the RFP]

APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/ from the Client's country; public holidays etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty five (25) working (billable) days. One working (billable) day shall be not less than seven (7) working (billable) hours (total 40 hours a week).]

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

{Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.}



Model Form I
Breakdown of Agreed Fixed Rates in Consultant's Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency])*

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Work in the Client's Country									

1 Expressed as percentage of 1

2 Expressed as percentage of 4

* If more than one currency, add a table

Signature _____

Date _____

Name and Title: _____



APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE (NOT USED)

APPENDIX E – MEDICAL CERTIFICATE (NOT USED)



APPENDIX F –MINUTES OF NEGOTIATION MEETINGS