

དབལ་ལྷན་འབྲུག་གཞུང་། སོ་ནམ་དང་ནགས་ཚལ་ལྷན་ཁག། ནགས་ཚལ་དང་སྤྲོད་ཀ་ཞབས་ཏོག་ལས་ཁུངས།



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Ministry of Agriculture and Forests
Department of Forests and Park Services
Divisional Forest Office
Samdrup Jongkhar

Terms of Reference (ToR) for Preparation of complete Design, Drawing and Estimates and Supervision for the proposed Office of the Chief Forest Officer, Divisional Forest Office, Samdrup Jongkhar.

1.0 Background information

The office of the Chief Forest Officer, Samdrup Jongkhar Forest Division has secured a budget from Royal Government of Bhutan (RGoB) to construct the new office in this financial year (2015-2016)

Before the start of physical work of construction, one consulting firm will be hired for Preparation of complete Design, Drawing and Estimates for the proposed Office of the Chief Forest Officer, Divisional Forest Office, Samdrup Jongkhar along with the monitoring and supervision of the construction works till the construction works are completed.

2.0 Scope of Work

The work will involve the preparation of a complete design, drawing and detailed layout plan including architectural, structural, electrical, water supply and sanitation works after making all the necessary site visits

Basically, it intends to carry out following activities

- a) Design of three storied RCC building
- b) Site development works (including drainage systems, footpath, vehicle parking space etc.)
- c) Full time monitoring and supervision

3.0 Overall design requirements

3.1 General

In broad sense, the proposed construction becomes the national property of all the people of Bhutan. In particular, the construction of the office is highly important to provide good and efficient service to the public of Samdrup Jongkhar and Pema Gatshel Dzongkhags.

3.2 Materials

Priority should be given to use locally available materials and the construction should be naturally and environmentally healthy to ease the future maintenance. However, this should not exclude the use of high-tech architectural expression.

3.3 Level of finishing required

The finishing will be decided once the conceptual design has been approved in the later stage.



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4. Cost Estimate

The cost estimate for the construction shall be prepared using the latest Bhutan schedule of Rates (BSR) and for the items of works not covered in the BSR, rate analysis shall be submitted.

5. Eligibility Criteria

1. The Bidding firm must be a legally registered with the Government of Bhutan (documentary evidence must be submitted).
2. The list of current assignments in hand.
3. The firm must be engaged in the business of providing expertise in similar service.
4. The key professionals in the firm must have completed similar exercises in their present or past employment (Documentary proofs must be provided).
5. A signed CV with passport size photographs shall be prepared for each key personnel and certified copy of Degree (s) or equivalent(s) shall be attached with the CV.
6. Qualification requirement and experience for key professionals.

i. Architect:.....1 no

Should have minimum of 3 years experience and a minimum educational qualification of Bachelor (Architect) or equivalent.

ii. Civil Engineer:.....2 no

Should have minimum of 3 years experience and a minimum educational qualification of B.E (Civil) or equivalent

iii. Electrical Engineer:.....1 no

Should have minimum of 3 years experience and a minimum educational qualification of Diploma (electrical) or equivalent.

6. Responsibility of a Selected Consultancy Firm

The expected service from the firm selected for the assignment shall include:

- a) To prepare the detailed design and drawing of infrastructure as shown this TOR
- b) To prepare the specifications for the various items of works
- c) To prepare the detailed cost estimate and bill of quantities for construction as per the existing rules
- d) Presentation of whole project or any part thereof at any point of time.
- e) To modify any of the above designs & drawings if it does not meet the requirement(s) as desired by the requirement(s) of the client.



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- f) Provide full time monitoring and supervision of construction works, till the construction works are completed.
- g) To verify and to scrutinize the contractor's bills for payment as per the prevailing financial norms.

7 Responsibilities of the client

The client will be responsible for providing the following inputs to the consultants:

- a) Arrange all the necessary documents required for construction in Thromde area.
- b) The client will coordinate the meetings with relevant agencies as deemed necessary.

8 Reports

The selected consultancy firm shall be required to submit the following report for Client's review and approval. The complete and final report should be submitted at the end of 1(one) month from the date of commencement of the services.

- a. The inception report and final conceptual design
- b. Complete design, drawings and details site layout plan;
- c. Specification of works, details of measurement , abstract of the estimated cost;
- d. Bill of Quantities(BoQ)

All drawings, designs and the descriptive reports shall be prepared in A4 format (210 x 297 mm). Soft copy shall be submitted in CD as follows:

- a) Master plan and all drawings in "dwg" format readable in AutoCAD.
- b) Specification of the works in word format, and
- c) Details of measurement, abstract of estimated cost and bill of quantities in excel format.

9. Tentative schedule for procurement of services:

The contract time (excluding supervision) has been limited to 1 (one) month only.

10. Terms and Conditions

- a) Applicants shall provide the following information in the respective formats given in the EOI documents:
 - i. Expression of Interest as per the format(Annex-1)
 - ii. Application's Information as per the format(Annex-2)
 - iii. Project Sheets(Annex-3)
- b) The evaluation of EoI application will be based on the information provided



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- c) Therefore, the applicants are requested to supply all information requested in the respective formats.
- d) If EoI is submitted by the association or joint venture of two or more firms, then the information in Annex-2 and Annex-3 should be provided in respective formats in the name of each member of the association or the joint venture. The Annexure 1-3 are attached at the end of this document.
- e) Applicants may submit additional information with their application but short-listing will be based primarily on the evaluation of information requested and included in the formats provided in the EOI documents. Only the short listed consultancy firms will be asked for submission of Standard Request for Proposal(RFP)
- f) The selection of consultant will be based on the procurement Rules and Regulation, 2009 under Chapter 7.3.2 , a method of selection under the Least Cost Selection (LCS) method with quality and cost based selection (QCBS) shall be used.
- g) The Consulting firm shall make an EMD deposit of Nu. 50,000.00 lump sum as Cash Warrant or Bank Draft in favor of Chief Forestry Officer, Samdrup Jongkhar Forest Division, which shall be retained as SD and returned to the successful firm on completion of the assigned task of supervision of construction works.
- h) The consulting firm shall provide detailed proposal on how to achieve the task/s outlined that interalia includes technical and financial proposals, detailed work plan calendar and all other relevant documents necessary for the contract work that forms the bases for evaluation of the proposal.
- i) The consulting firm shall not be entitled to any other allowances except the amount quoted for the assigned tasks/services.
 - a) Samdrup Jongkhar Forest Division shall not provide any medical or insurance coverage to the Consultants and shall not bear any liability or compensation arising whatsoever during the period of this assignment.
 - b) The consulting firm shall bear all taxes as per prevailing Government Rules in connection with the assigned contract.
- c) If the Consulting firm surrenders or quits the assigned task at any point after award, the SD deposit of Nu. 50,000.00 will be forfeited, and the tender will be awarded to the next bidder meeting all the requirements or retendered as appropriate.



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- d) The Consultants will work to the full satisfaction of the client (Samdrup Jongkhar Forest Division), and shall undertake any study or field visits as deemed necessary to complete the assigned task.
- e) In case the information furnished by the Consultant is found to be false at any stage, he/she shall be disqualified as deemed appropriate by the evaluation committee, whose decision shall be final and binding.
- f) In case of any dispute arising out of this agreement, the dispute shall be subject to legal proceedings in line with the prevailing government policies during the period of contract.
- g) The award will be based on bid amount and the evaluation score, provided the Consulting firm fulfills all the requirements as desired by the bid Evaluation committee.
- h) The weight-age for the evaluation of the proposal will be 60% for the technical capability of the consulting firm based on the detailed criteria developed by the evaluation team and 40% on the financial rates quoted
- i) If the designated contractor doesn't complete the construction work within the stipulated time, the additional cost for the work of supervision will be borne by the Contractor.
- j) If any specific items are missing in the BoQ, it will be considered as the negligence on the part of the consultancy firm. For this the additional cost of this work will be borne by the selected consultancy firm
- k) The decision of the bid evaluation committee will be final and binding.

11 Payment Mode.

Sl. No.	Deliverables	Percent (%)
1	Inception report and after completion and approval of the conceptual design by the client	10
2	Upon submission of complete design, drawings and detailed site layout plan, specification of works, details of measurement and abstract of estimated cost.	20
3	Upon final approval of complete drawings, design, specifications and	30

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	estimate by the client.	
4	After final completion and handing/taking charges of the structure by the designated contractor.	30
5	Demand Guarantee	10

Note: The payment shall be done only upon acceptance of deliverables, conveyed in writing, by the client. The total contract price should be inclusive of all expenses and taxes of the Consultant including travel and living cost during their stay in Bhutan. No separate per-diem shall be provided.

The completed EOI document should be submitted to the office of the Chief Forest Officer, Samdrup Jongkhar at the address below not later than 1000 hrs on 13th October, 2015 and will be opened on the same day at 1030 Hrs. in the Chamber of the Chief Forest Officer.

The envelope containing the EOI must be clearly marked as ***“EOI Application for Short listing for Design, Drawings, Estimates and Supervision of Office of the Chief Forest Officer, Divisional Forest Office Samdrup Jongkhar”***. EOIs submitted electronically will not be accepted.

Address:

The Chief Forest Officer
Divisional Forest Office
Samdrup Jongkhar

Telephone No: +975-07- 251203/251038; Fax: +975-07-251206 Email:sangayjee12@gmail.com

In case the submission date falls on public holiday, the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



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Annexure 1: Format for Expression of Interest

Name of the Interested Firm	
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I. Management Competence

- a. Provide the name, qualifications and relevant experiences of the lead firm's/ consultant bidder's director or manager who will assume overall responsibility for the firm's, association's or joint venture's team coordination, management and output.
- b. If you are proposing an association, or a joint venture, outline proposed management Coordination of the arrangement, including the role of each firm/consultant bidder.
- c. Provide detailed organizational set up and human resources management plan of your firm to ensure quality and performance over the life of this assignment.

II. Technical Competence

With reference to the attached project sheets, and in the context of the advertised work, summarize the relevant technical qualifications of your firm/association/joint venture. (The short-listing will be done based on the similar kind of work experience)



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Annexure 2: Applicants Information

(In case of the association or joint venture of two or more firms to be filled separately for each Constituent member)

1. Name of Consultant bidder/Firm:
2. Type of Constitution: (Partnership/Pvt. Ltd/ Public Ltd/ Public Sector/ Joint Venture/Others)
3. Date of Incorporation/Commencement of Business (Please specify):
4. Place of Incorporation (If applicable):
5. Details of Services Provided:
6. Registered Office/Place of Business (If applicable):
7. Telephone No; Fax No; E-Mail Address:
8. Name of Authorized Contact Person/Designation/ Address/ Telephone:
9. Consultant's Organization:
10. Consultant's Experience (Attach CV):



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Annexure 3: Project Sheets

Please indicate reference projects that the applicant feels are most relevant to demonstrate the technical qualification and geographical experiences (indicate the latest three that the applicant feels relevant). All reference projects must be supported by certification from Client as a legal proof of participation.

Project 1 of

Project Name:	
Name of Client:	
Contact Address and Telephone No of Client:	
Country:	
Value of Services:	
Length of Consultancy Assignment:	
Start date (dd/mm/yy):	
Completion date (dd/mm/yy):	
Name of Associate Firms (if any):	
Detailed narrative description of the project	
Detailed description of the actual services Provided by your firm	

Chief Forest Officer
Sandrup Jongkhar Division
Sandrup Jongkhar