



**OFFICE OF THE CHIEF FORESTRY OFFICER
ZHEMGANG FOREST DIVISION
DEPARTMENT OF FORESTS AND PARK SERVICES**



**TERMS OF REFERENCE FOR DEVELOPMENT OF MASTER PLAN FOR KHENG
DUNG MANG TSHACHU, ZHEMGANG**

A. GENERAL INFORMATION

1. BACKGROUND

The office of the Divisional Forest Officer (DFO), Zhemgang Forest Division has secured a generous support from Bhutan Trust Fund for Environmental Conservation (BT FEC) to develop and renovate the Kheng Dungmang Tshachu for a duration of two years (July 2015-June 2017).

One of the components of this project is planning and designing of the area and to come out with an architectural plan and estimates for trail improvement, construction of guest house, waste management plan, footpath protection plan and pond renovation plan.

One consulting firm will be recruited to develop a master plan with structural drawings and estimates for the development of Kheng Dungmang Tshachu. This will involve producing a master plan including a design and strategies for managing the facilities sustainably. A month and half service input will be required from various experts in the firm. The firm will be selected based on the quality of the consultancy firm and its key professionals. The outline terms of reference of the consulting firm are as follows.

2. OBJECTIVES:

The main objective is to construct and renovate the existing facilities and trails in Kheng Dumang Tshachu with detail structural drawings and estimates for all the facilities and trails.

3. SCOPE OF THE WORK

1. Survey of the area: a detailed inventory of the site including EIA be carried out.
2. Detailed contour survey of the area must also be carried out to enable for more efficient and effective planning and designing the facilities.
3. Using the above information, the firm must prescribe how to make the area spacious for development of new guest house and improve the existing facilities/ structures.
4. The master plan must include workable strategies for activating and sustainable management of the facility.



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5. The plan will also include the development of trail from Praling to Tshachu and comprehensive plan for waste management at the Tshachu.
6. The plan should also include a resting canopy at mid way from Praling to Tshachu
7. Construction materials recommended must as far as possible be local materials.

4. KEY DELIVERABLES

The selected firm is expected to deliver a comprehensive master plan which includes:

1. Overall design of the area and EIA (A map, which later can be displayed at the entry to the facility for visitors to get an overall view of where the facilities are located at the Tshchu.
2. Identified locations for infrastructure (e.g. guest house, toilets, pond, etc) development.
3. Detail structural drawings and estimates for trails and infrastructures including waste management.

5. TIME FRAME

| Sl. No. | Activity | timeline | Completion Date |
|----------------|--|-----------------|------------------------|
| 1 | Inception report (Preparation and endorsement) | 3 days | |
| 2 | Desk review, formulate work plan and consultation meetings with DFO, BTFEC, and other relevant stakeholders | 7 days | |
| 3 | Field survey: 1. Area survey; 2. Contour survey; 3. Lay out survey | 5 days | |
| 4 | Preparation of estimates and structural drawings for guest house with toilet, renovation of trails, resting canopy, renovation of existing ponds, improvement of footpath from bridge to Tshachu area and waste management | 20 days | |
| 5 | De-briefing of the initial findings of the evaluation | 1 day | |
| 6 | Consolidate, analyze input, produce designs, write up and produce the draft master plan | 7 days | |
| 7 | Present final draft to DFO, BTFEC and other stakeholders | 1 day | |
| 8 | Incorporate comments and submit final draft | 2 days | |
| | | 46 days | |



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6. REQUIRED QUALIFICATIONS OF KEY PROJECT PROFESSIONALS

| Sl No | Key expert | Qualifications/Experience required | Task and Responsibilities |
|--------------|---------------------------|--|---|
| 1 | Manager/Team Leader | <p>Minimum bachelor degree in any field.</p> <p>Should have been involved in design, development of plans and implementation of similar projects.</p> <p>Should have excellent theoretical knowledge about construction, landscape development and practical experience in Bhutan.</p> <p>Proven abilities to write project proposal, management plans and strategies in English and Dzongkhag</p> | <p>Lead the team and act as the focus person taking the project from start to finish.</p> <p>Carry out the survey of the proposed site.</p> <p>Provide technical expert input into natural layout/design of the Tshachu.</p> <p>Provide technical advice to the architect in designing structures such that it mimics nature to blend them into the natural forests surrounding the area.</p> <p>Develop the final management plan incorporating architectural designs and estimates</p> |
| 2 | Survey Expert | <p>At least bachelor degree in survey or any related field.</p> <p>Well experienced in field survey and contouring for land scape development, writing and implementing management plans.</p> <p>Experience in environmental Impact Assessment</p> <p>Must be fluent in written and spoken English and Dzongkha</p> | <p>Assist the team leader in carrying out topographical survey, contouring, planning, and provide input into assessing the area for development of such infrastructures providing social and environmental safeguards in the establishment of the Tshachu.</p> <p>Spport in the production of the master plan.</p> |
| 3 | Architect /Civil Engineer | <p>At least a Bachelors degree in architecture or Civil Engineering from a reputed institution.</p> <p>At least 5 years of work experience in architectural designs or civil Engineering.</p> <p>Past involvement in designing of such facilities/buildings must be proved.</p> | <p>Under the overall guidance of the team leader, produce: 1. Overall design/map of the Tshachu showing different components inside Tshachu area, eg. guest house,ponds,existing structures, footpath,toilets etc; 2. Produce architectural drawings and estimates with BoQ for infrastructure (buildings, walls gates, etc). the architectural drawings must be in complete consonance with Bhutanese architecture and blend into the landscape. Use of local materials must be optimized.</p> |
| 5 | Assistant (2 nos) | <p>Assistant 1.</p> <p>Experience in survey atleast 5 years of field experience in surveying</p> <p>Assistant 2.</p> <p>Atleast a well versed in dzongkha and Khengkha and in English</p> | <p>Assistant 1 will assist in carrying out detailed contour survey of the area and producing a map.</p> <p>Assistant 2 will be involved local level meetings and in translation.</p> |



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7. DOCUMENTS TO BE SUBMITTED

Please submit the following documents in full.

1. Technical proposal indicating the competency of your firm and your staff to carry out the task.
2. A financial proposal detailing both lumpsum and itemized costs (see 9.2. below)
3. Detailed CV of all the key staff
4. Certificates of all the key staff
5. Proof of past work experiences as detailed in the qualifications and work experience section above.

8. ELIGIBILITY CRITERIA

1. The Bidding firm must be a legally registered with the Government of Bhutan (documentary evidence must be submitted).
2. The firm must be engaged in the business of providing expert service in landscaping and construction industry
3. The key professionals in the firm must have completed similar exercises in their present of past employment (Documentary proofs must be provided).

9. TERMS AND CONDITIONS AND EVALUATION OF CONTRACT

- a. The selection of consultant will be based on the procurement Rules and Regulation, 2009 under Chapter 7.3.2 , a method of selection under fixed budget (FBS) with quality and cost based selection (QCBS) shall be used.
- b. ***The amount for the whole task is fixed with Nu. 3,50,000/- (Three lakhs and fifty thousand only)***
- c. 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, Zhemgang Forest Division, which shall be retained as SD and returned to the successful firm on completion of the assigned task.
- d. 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.
- e. The consulting firm shall not be entitled to any other allowances except the amount quoted for the assigned tasks/services.
- f. The firm will be paid as per payment schedule given below:
 - 30% upon signing of agreement
 - 30% upon delivery of draft plan and documents



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- 40% upon delivery of final master plan with all estimates.
 - g. Zhemgang 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.
 - h. The consulting firm shall bear all taxes as per prevailing Government Rules in connection with the assigned contract.
 - i. 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.
 - j. The Consultants will work to the full satisfaction of the client (Zhemgang Forest Division), and shall undertake any study or field visits as deemed necessary to complete the assigned task.
 - k. 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.
 - l. 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.
 - m. 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.
 - n. 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.
 - o. ***The financial proposal should be submitted separately with form FIN1 and form FIN2 in the ToR.***
 - p. The decision of the bid evaluation committee will be final and binding.



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9.1. Technical (60 marks)

Below is the breakdown of technical proposal on 100% which will be brought to 70%

| Key experts | Minimal degree requirement (submit certificates) (30%) | Minimum work experience in relevant areas (submit evidence) (20%) | Proven knowledge in construction, landscaping and involvement in planning, design, and implementation of projects of similar nature (Provide evidence) (20%) | Excellent written and spoken skills in Dzongkha and English (submit evidence) (10%) | Presentation (language fluency, competency of the subject matter, quality of the proposal, and knowledge of the work. (20%) |
|--|--|---|--|---|---|
| Team Leader/Manager | | | | | |
| Survey expert | | | | | |
| Architect/Civil Engineer | | | | | |
| Assistant 1 | | | | | |
| Assistant 2 | | | | | |
| The consultancy will be negotiated with the consultant acquiring maximum overall marks in technical and financial | | | | | |



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9.2. FINANCIAL (40% weightage) (TO BE SUBMITTED SEPERATELY)

Separate evaluation criteria for financial aspect will be developed by the committee members before the evaluation of the proposal based on the Procurement rules and Regulations 2009.

Please submit your financial proposal in a separate envelope, sealed and labelled as financial proposal. Use the following forms to submit your financial proposal.

FORM FIN -1 FINANCIAL PROPOSAL SUBMISSION FORM

To,

Thimphu, September, 2015

Sir/Madam,

Subject: Hiring of consultancy service for producing a master plan for community based development of Kheng Dumang Tshachu, Zhemgang

I on behalf of (*Insert your Firm Name*) would herewith enclose Price Proposal for selection of my/our firm/organization as Consultant for producing a master plan for community based development of Kheng Dumang Tshachu, Zhemgang.

I the undersigned declare to the best of my knowledge and belief, this information is true and correct.

Yours Faithfully,

Seal & Signature

Full Name:

Designation:

Address:

Authorized Representative



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FORM FIN-2 The breakdown of financial aspects (submit seperately with FIN-1)

| no | description | Days | Total amount (Nu) |
|----|--|------|-------------------|
| 1 | Main consultant+ Team leader | | |
| 2 | Survey expert | | |
| 3 | Architect/Civil Engineer | | |
| 4 | Assistant 1 | | |
| 5 | Assistant 2 | | |
| 6 | Miscellaneous travel expenses | | |
| 7 | Communication costs | | |
| 8 | Drafting, reproduction or reports | | |
| 9 | Equipment, instruments, materials supplies | | |
| 10 | Use of computer software | | |
| 11 | Local transportation cost | | |
| 12 | Office rent and clerical assistance | | |
| | Total fee for consultancy services | | |
| | Points to be awarded for financial evaluation | | |
| | 1st Lowest-100pts | | |
| | 2 Lowest-80 pts | | |
| | 3rd lowest- 60 pts | | |
| | 4th lowest-40pts | | |
| | 5th lowest-20 pts | | |