



कालिका गाउँपालिका गाउँ कार्यपालिकाको कार्यालय



प.सं. २०८३/०८४

च.नं. :



फोन: ०१०-५४२०९८

वडा नं. ४ को वडा कार्यालय भवन निर्माणको लागि DPR तयारीको लागि प्रस्ताव पेश गर्ने सम्बन्धी सूचना !!!

(प्रथम पटक सूचना प्रकाशन मिति: २०८३/०५/०३)

प्रस्तुत विषयमा आ.व. २०८३/०८४ का लागि स्वीकृत बजेट तथा कार्यक्रम वडा नं. ४ कार्यालय भवन निर्माणको लागि DPR तयार गर्नुपर्ने भएकाले कार्यक्षेत्रगत शर्त (TOR) बमोजिम हुने गरी आर्थिक तथा प्राविधिक प्रस्ताव सिलबन्दी गरी मिति २०८३/०५/०५ गते कार्यालय समयभित्र गाउँपालिकाको कार्यालयमा सूची दर्ता भई तपसिल बमोजिमको कागजात सहित पेश गर्नुहुन सम्बन्धित सबैमा यो सूचना प्रकाशन गरिएको छ ।

तपसिल :

१. प्रस्ताव सम्बन्धी निवेदन ।
२. संस्था दर्ता प्रमाण-पत्र, भ्याट दर्ता, संस्था नविकरण प्रमाण-पत्र, कर चुक्ताको प्रमाण-पत्र ।
३. कालो सूचीमा नपरेको स्व-घोषणा ।
४. कार्यक्षेत्रगत शर्त (TOR) मा उल्लेख भएको आवश्यक कागजातहरू ।

पुनश्च: DPR तयारीको लागि कार्य क्षेत्रगत शर्त (TOR) गाउँपालिकाको वेबसाइटमा राखिएको छ ।

धर्मराज न्यौपाने
प्रमुख प्रशासकीय अधिकृत



TERMS OF REFERENCE (TOR)

Preparation of Detailed Project Report (DPR) for Construction of Ward Office Building

Client: Kalika Rural Municipality, Ward No. 4

1. Background

Kalika Rural Municipality intends to construct a permanent Ward Office Building at Ward No. 4 to provide efficient public services and create a safe, accessible, and functional administrative facility. The proposed building will accommodate administrative offices, meeting facilities, citizen service counters, record rooms, public waiting areas, toilets, and other essential support facilities.

To ensure technical, economic, environmental, and structural feasibility, the Rural Municipality seeks to engage a qualified consulting firm to prepare a comprehensive Detailed Project Report (DPR).

2. Objectives

The consultant shall prepare a complete DPR that includes:

- Feasibility assessment
- Site investigation
- Architectural planning
- Structural design
- Electrical design
- Sanitary and plumbing design
- Rainwater drainage system
- Fire safety provisions
- Accessibility for persons with disabilities
- Cost estimates
- Technical specifications
- Bill of Quantities (BOQ)
- Construction schedule
- Tender-ready documents



3. Scope of Services

The consultant shall perform the following tasks.

A. Desk Study

- Review existing master plans and municipal plans.
- Review land ownership documents.
- Review applicable building bylaws.
- Review Nepal Building Code (NBC).
- Review local development plans.

B. Site Investigation

Conduct detailed site investigations including:

Topographical Survey

- Prepare contour map.
- Locate existing structures.
- Existing roads
- Utilities
- Trees
- Drainage
- Benchmarks
- Coordinates

Deliverables:

- Topographic map
- Digital survey data

Geotechnical Investigation

Carry out soil investigation.

Minimum works include:

- Required Site investigation
- Laboratory testing
- Groundwater table Investigation
- Suitable Foundation recommendations



Deliverables

- Geotechnical Investigation Report
- Laboratory Report

Environmental Assessment

Identify

- Environmental impacts
- Waste management
- Drainage issues
- Tree protection
- Noise
- Dust control

Recommend mitigation measures.

4. Architectural Design

Prepare complete architectural drawings.

Include:

- Site Plan
- Floor Plans
- Roof Plan
- Elevations
- Sections
- Door Schedule
- Window Schedule
- Furniture Layout
- Landscape Layout
- Parking Layout
- 3D Drawing

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The building shall include:

6. Electrical Design



Prepare :-

- Detail Electrical Drawing
- Load Calculation
- Lighting layout
- Power layout
- Distribution Board
- Earthing
- Lightning protection
- Backup power arrangement
- Solar system provision
- CCTV layout
- Internet network
- Telephone system

7. Water Supply and Sanitary Design

Design :-

- Detail Sanitary Drawing
- Water supply
- Overhead tank
- Plumbing
- Septic tank
- Soak pit
- Surface drainage
- Stormwater drainage

8. Fire Safety Design

Include :-

- Fire extinguishers

Gay



9. Accessibility

Provide universal accessibility including:

- Wheelchair ramp
- Accessible toilet
- Handrails
- Proper door width
- Non-slip flooring
- Tactile indicators where appropriate

10. Cost Estimate

Prepare detailed estimates using current government-approved rates.

Include:

- Earthwork
- Concrete
- Reinforcement
- Masonry
- Roofing
- Finishing
- Doors
- Windows
- Plumbing
- Electrical works
- External works
- Landscaping
- Boundary wall
- Compound gate

Prepare:

- Engineer's Estimate
 - BOQ
 - Rate Analysis
 - Abstract of Cost
-

Signature



11. Technical Specifications

Prepare specifications covering:

- Materials
- Workmanship
- Quality control
- Testing
- Measurement
- Payment methods
- Safety requirements

12. Construction Planning

Prepare:

- Construction methodology
- Work breakdown structure
- Gantt chart/bar chart
- Resource schedule
- Cash flow projection
- Equipment schedule

13. Deliverables

The consultant shall submit:

1. Inception Report
2. Topographical Survey Report
3. Soil Investigation Report
4. Architectural Drawings
5. Structural Drawings
6. Electrical Drawings
7. Plumbing and Sanitary Drawings
8. Drainage Drawings
9. Cost Estimate
10. BOQ
11. Technical Specifications
12. Construction Schedule

Day



13. Structural Design Calculations
14. Environmental Screening Report
15. Final DPR (editable and PDF formats)

14. Time Schedule

Activity	Duration
Inception Report	3 days
Survey & Investigation	5 days
Preliminary Design	5 days
Final Design & Estimates	15 days
Final DPR Submission	2 days

Total Duration: 30 calendar days after work order

15. Team Composition

The consulting team should include:

Position	Minimum Qualification	Experience
Team Leader/Senior Architect Engineer	Master's or Bachelor's in Civil Engineering	7 years
Civil Engineer	Bachelor's in Architecture	5 years
Structural Engineer	Master's/Bachelor's in Structural Engineering	5 years
Geotechnical Engineer	Bachelor's/Master's	3 years
Electrical Engineer	Bachelor's	3 years
Sanitary/Mechanical Engineer	Bachelor's	3 years
Survey Engineer/Surveyor	Diploma/Bachelor's	3 years
Drafter	Relevant qualification	3 years

Day



16. Payment Schedule (Example)

Milestone	Payment
Final DPR approved	75 %
After project final completion	25%

17. Applicable Codes and Standards

The consultant shall follow:

- Nepal Building Code (NBC)
- Public Procurement Act, 2063
- Public Procurement Regulations, 2064
- DUDBC Guidelines
- National Building Code of Nepal
- Nepal National Standards (NNS)
- Relevant IS/ASTM standards where applicable

18. Contact Address:

Kalika Rural Municipality

Office of the Kalika Rural Municipality

Kalikasthan, Rasuwa