



Government of Nepal  
Ministry of Commerce & Supplies  
**Nepal Intermodal Transport Development Board**  
*Gyaneshwor, Kathmandu*

## **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Topographic survey of the probable location for ICD at Rasuwa and  
development of a conceptual plan**

**EOI No: NITDB/PS/G-02**

06 April 2014

**REOI Notice**

Government of Nepal  
Ministry of Commerce & Supplies  
**Nepal Intermodal Transport Development Board**  
*Gyaneshwor, Kathmandu*

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

Date of first publication: 07 April 2014

**Topographic survey of the probable location for ICD at Rasuwa and development of a conceptual plan**

In order to facilitate development of a dry-port in Rasuwa, Nepal Intermodal Transport Development Board (NITDB) under the Ministry of Commerce and Supplies invites eligible consulting firms with basic expertise in topographical survey, which do not have conflict of interest with NITDB, to indicate their interest in providing consulting services. The services include conducting topographical survey, accessing land ownership status and developing a conceptual plan for the ICD and ancillary structures.

Interested consulting firms should provide information demonstrating that they have the capacity and motivation to perform the services. The short listing criteria are:

- Business objective, corporate capacity (annual turnover, financial information for the last 5 years) and expertise of the firm
- Organization structure
- Details on the JV partners and the leading firm
- General work experience and similar work completed in the last 5 years and their complexity
- A list of proposed personnel with qualification, experience and association with the firm.
- Commitment for adherence to the code of ethics and anticorruption policy of the government.

Consulting firms may associate to enhance their qualifications. The selection will be based on QCBS methodology. The works has to be completed within 3 months. Further information could be obtained from NITDB office or its website.

Expressions of interest must be hand delivered at NITDB office by 22 April 2014 during office hours.

Nepal Intermodal Transport Development Board (NITDB)  
Sarathi marga, Gyaneshwor, Kathmandu, Nepal  
Tel: +977-1-4439664; Fax:+977-1-4440936  
E-mail: [nitb@wlink.com.np](mailto:nitb@wlink.com.np)  
Web: [www.nitdb.org](http://www.nitdb.org)

## **Terms of Reference**

### **Topographic survey of the probable location for ICD at Rasuwa and development of a conceptual plan**

#### **A. Background and Context**

Nepal is a geographically small, landlocked country surrounded by India in the south, east and west and the Tibet Autonomous Region of the People's Republic of China in the north. Nepal's access to international trade markets depends on transport infrastructure, logistics services and transit facilities in neighboring countries.

From 2012 to 2013, Nepal has slipped from 103<sup>rd</sup> position to 105<sup>th</sup> position among 189 economies in the World Bank's Ease of Doing Business Index. This indicates the need for additional efforts to make our regulatory environment more conducive to business operation.

Nepal's 2010 Trade Integration Strategy (NTIS) and 2013-16 National Development Plan prioritize the need to facilitate trade and improve the country's export competitiveness. Key objectives include strengthening the capacity of the country's trade-related institutions, strengthening export industries that promote economic inclusion, and strengthening the Government's capacity to implement the NTIS, improve coordination between trade-related institutions and enhance the delivery of technical assistance. Nepal also has to meet trade facilitation objectives related to its obligations to the World Trade Organization, South Asian Free Trade Agreement, and bilateral agreements with India. Most of these have to do with facilitating freedom of transit and eliminating non-tariff barriers including those related to technical and sanitary and phyto-sanitary inspections, and cumbersome clearance procedures. From 2010 to 2012 we have slightly improved our Logistics Performance Index from 2.07 to 2.20, in a scale from 1 to 5. The index reflects assessments of a country's logistics based on efficiency of the customs clearance process, quality of trade- and transport-related infrastructure, ease of arranging competitively priced shipments, quality of logistics services, ability to track and trace consignments, and frequency with which shipments reach the consignee within the scheduled time. The ranking has to be improved to make our products more competitive in the international market, while at the same time, to pay less for the imported goods.

Inland Clearance Depots (ICD) play an important role in improving the situation by facilitating speedy customs clearance, goods handling and transshipment from one mode to another. The requirement for one of such facilities is being felt on the northern border in Rasuwa District within the Central Development Region. The proposed consulting services will conduct topographical survey in Timmure area near the northern border and develop a conceptual plan.

#### **B. Objectives**

This service is being procured with following major objectives:

- i. Topographical survey of 20 hectare of land as shown in Figure 1 corresponding to the following boundaries:
  - North: Army barrack
  - South: culvert
  - East: foot of the hill (up to 20 m height from the river)
  - West: Bhotekoshi river

Figure 1: Area to be surveyed



- ii. Topographical survey of 200 m of 25 m wide road corridor on the north and the south.
- iii. Preparation of a map with the following details in different layers:
  - Topographical features: in 1:2000 scale and 0.5 m contour interval, river, streams, etc.
  - Permanent structures: buildings, boundary walls, sheds, offices, etc.
  - Road related structures: paved area, retaining structures, barriers, cross-drainage, etc.
  - Land parcel cadastre: overlay of cadastre map from the District Survey Office and District Land Revenue Office
- iv. Obtaining a copy of the Land Ownership Register (Moth) showing the present ownership of each of the land parcels
- v. Proposal for development in separate layers:
  - Conceptual layout: Location within the ICD complex showing:
    - Office blocks for customs, immigration, quarantine, security, bank, transport agent
    - Inspection and litigation area
    - Loading and unloading bays
    - Parking area for trucks
    - Barrack for security forces
    - Living quarters for the customs and immigration officials
  - Resettlement plan: Reallocation of land parcels to land owners following 40% land contribution for the service road and other development.
  - Road realignment: Realignment of the highway to improve the grade and the curves as well as easy entry and exit to the ICD

### C. Scope of Services:

The scope of the services shall include the following:

- (i) Mobilization of personnel, equipment and logistical support to them to conduct survey with appropriate accuracy to achieve the objectives. The consultant shall also obtain the land cadastre and copy of ownership register (Moth) from the government offices.

- (ii) The survey needs to be referenced and aligned to the coordinated set by the Department of Surveys. Adequate number of conspicuous survey benchmarks need to be set for future reference, especially on the east of the highway.
- (iii) For plotting and analyzing the survey data, established software such as Auto Civil or Softwel could be used.
- (iv) The Draft Final Report needs to be presented at a venue provided by the Employer. The final comments are to be incorporated in the Final Report.

#### **D. Indicative Project Implementation Schedule**

The total duration of the consulting services will be 3 months. The consulting services is expected to commence in May 2014. The field work needs to be completed by the time of presenting the Draft Final Report in July. An additional month will be availed to finalize the report.

#### **E. Indicative Staffing Requirements**

Indicative staffing requirement will be as follows. The duration and responsibility of personnel input may vary for the approach taken to meet above objectives.

*Tentative key expert requirement*

<b>Key Experts</b>	<b>Number</b>	<b>Input Months</b>
Team Leader (Survey Expert)	1.00	3.00
Cartographer	1.00	1.00
Design Engineer	1.00	1.00

Note:

- a. The above staff composition and estimated total staff person-month is the Client's suggestion. The consultants are advised to assess their own requirement and propose their own staff composition and staff input requirement for efficient performance of their job as per the Terms of Reference. If the proposed consultant's team is found inadequate or not sufficient during the performance of the services then additional staff shall be provided by the consultant at their own cost.
- b. A Technical Proposal shall be considered unsuitable and shall be rejected for further evaluation if it does not respond to TOR for adequacy of main key staff input meeting minimum qualification requirement.

#### **F. Qualifications and Responsibilities of Key-Experts**

The qualifications and the responsibilities of the key- experts will be as follows:

##### **1. Team Leader (Survey Expert)**

Minimum education: Graduate in surveying, engineering or equivalent;

Preferred education: Masters degree in surveying, cartography, GIS or equivalent;

Minimum experience: 5 years as surveyor

Preferable experience: Cadastral Survey, Trigonometrical Survey and other surveys using EDM, Cartography using software, topographical/landuse survey assignments in the same district.

**Key responsibilities:** Plan, guide and supervise field survey works; Liaison with District Survey Office, District Land Reform Office, District Administration Office, other relevant government offices, adjacent Rasuwagadhi Hydropower Project, Employer and local land owners; Report writing, presentation of Draft Final Report, finalization of the report with maps.

## 2. Cartographer

**Minimum education:** At least 3 month training in cartography, GIS or CAD;

**Preferred education:** Graduate in surveying, cartography, GIS, engineering or equivalent;

**Minimum experience:** 5 years as cartographer/Arc GIS/Auto CAD user

**Preferable experience:** Transferring EDM data to cartographical software, analysis and presentation of the data in terms of topographical maps

**Key responsibilities:** Preparation of topographical maps in different layers, editing and correcting the inconsistent data, assisting the Team Leader in report preparation, presentation and finalization.

## 3. Design Engineer

**Minimum education:** Graduate in civil engineering

**Minimum experience:** 5 years as software aided design of roads, irrigation canals and similar infrastructure

### G. Reporting:

The Consultant will be required to submit reports as tabulated below:

#### *Reporting schedule*

<b>Report</b>	<b>Number of copies</b>	<b>Due date</b>
Monthly Progress Report (with progress of field work and data collected)	6+ (2 soft copies)	Within 1 <sup>st</sup> week of each succeeding month
Draft Final Report (with topographical map, cadastre map and Land Ownership Register)	6+ (2 soft copies)	Within 10 weeks of agreement
Draft Final Report (with topographical map, cadastre map, Land Ownership Register and proposal for development)	6+ (2 soft copies)	Within 3 months of agreement

### H. Facilities to be provided by the Client

Following facilities shall be provided by NITDB:

- i. Availing previous report and concept papers
- ii. Introductory letter to the Consultant's team

### I. Financial Proposal

The suggested format for the Financial Proposal is as follows. The format may be modified by the Employer at the time of issuing RFP:

	Unit	Quantity	Unit Rate (NRs)		Amount (NRs)
			In figures	In words	
Topographical map of the land and the road section as detailed in Section B (iii) of the TOR	Hectare	25.00			
Obtaining a copy of Land Ownership register and Cadastre map as detailed in Section B (iv) of the TOR	Lump sum	1.00			
Proposal for development as detailed in Section B (v) of the TOR	Lump sum	1.00			
Presentation of the Draft Final Report on the survey outcome as detailed in Section C (iv) of the TOR	Lump sum	1.00			
Preparation of the monthly reports, draft final report and final report	Lump sum	1.00			
Total					

### J. Consultant's Obligations

It should be noted that the Consultant will need to provide all the administrative, technical professional and support staff needed to carry out their services. The consultant shall serve refreshments to about 20 participants at the presentation of the Draft Final Report. It will also be responsible for providing facilities and support to its staff, including accommodation, transportation, office equipment, survey equipment, printing, communications, utilities, office supplies and other miscellaneous requirements that may be required to render the services effectively.

**Basic Scoring System**

The received EOI will be evaluated as per the following scoring regime:

S.N.	Particulars	Maximum score
a.	Business objective and expertise of the firm	10.0
b.	Corporate capacity of the firm (annual turnover, financial information for last 5 years)	30.0
c.	General work experience of the firm.	10.0
d.	Similar work experience of the consulting firm and its complexity.	20.0
e.	A list of proposed personnel with qualification, experience and association with the firm.	10.0
f.	Adherence to the code of ethics and anticorruption policy of government.	20.0
Total maximum points for the REOI		100.0
Minimum score		75.0