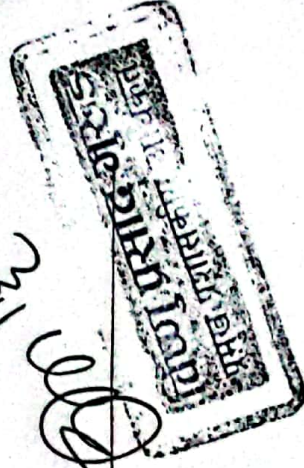


Terms of Reference
for



Detail Verification of Quantity and Bills of the Works "Construction of School Buildings at Rajbiraj Municipality Ward No. 1, 4, 9, 13 & 15



1.0 Background and Introduction:

As Per the agreement between Rajbajra Municipality and Bhagat Group of Construction for the construction of School Building in ward No. Ward No. 1, 4, 9, 13 & 15. Under Contract ID No: RJB-SAPT-BCN-W/HCB-02-2079/080.

- Details of Contract:
- Agreement Date: 2080-1-03
- Owner: Raj Biraj Municipality
- Contractor: Bhagat Group of Construction P.A. Ltd., Kathmandu-10
- Contract amount: 4,44,67,233.24 (Four Corer Forty Four Lakhs Eighty Seven thousand two Hundred thirty three rupees and twenty four paisa only.)

As Mentioned above, Bhagat Group of Construction (herein after called contractor) executed all works and completed the work and hand over the work on dated. to the Rajbajra Municipality.

2.0 Aim of the Project:

Based on the above information and throughout study of the contract documents (Drawings, BOQ, Specifications) the it is necessary to verifying the quantities of works that was actually executed in the sites.

3.0 Objectives:

The main objectives of the project are listed as below:

- To Verify the quantities of work such as RCC, steel, plaster, Brick Masonry, etc. (all items that mentioned in BOQ) that was actually executed in the site.
- Find out any discrepancy in the measurement that claimed by contractor and that executed in the site.
- Study and verifying of as built drawings
- To check the arithmetical calculations and errors (if any...) in measurement, and bills.
- To find out either the work that was done as per contract agreement or not?









4.0 Scope of Work:

The Consultant under these terms of reference (TOR) carry out activities and deliver services and documents as follows;

- Measurement of works all Schools
- Verifying of Measurement Sheet, IPC's and Final Bills.
- find out either the work that was done as per contract agreement or not

5.0 Expected output:

It is expected that the consultants should prepare and submit clear report which includes but not limited to the followings:

- a) Site Condition Report
Measurement of Works (all)
- b) Findings as per measurement and Bills as per actual measurement.
- c) Verified as Built Drawings

6.0 Personnel Requirements:

The consultant should provide and manage a work team comprising of the following professionals to accomplish the proposed assignment. The Required number of manpower and person month should be in accordance with work schedule and manning schedule.

Expert/expertise	Qualification (education, experience)	Man Month
Team Leader (Sr. Quantity and Cost Engineer)	Master degree in Civil Engineering/ of at least 10 years of General experience and Minimum 3 years' experience as Sr. Q/C Engineer in Renowned organizations of Nepal.	0.75
Civil Engineer	Bachelor degree Civil Engineering and minimum 3 years' experience in building estimate and supervision.	0.75
Architect	Bachelor degree Architecture and Minimum 2 years' experience in design and drawings of public buildings.	0.75



7.0 Work Schedule:

The work shall be completed within 21 days from the date of work order. The consultant is thus instructed to prepare their work schedule accordingly.

8.0 Reporting Requirements:

The Consultant shall prepare and submit the below specified report. All reporting shall be made in English. The submission of reports and drawings shall be done as per the time phases specified in the ToR. The consultant shall submit the report in three stages as below:

a) Field report

The field report will be submitted immediate (5 days) after the field verification by consultant team

b) Final report

The final report shall incorporate all the actual measurements, actual bills, and findings in as built drawings.

Payment schedule

Payment should be made by Concerned Authority upon the submission of consultant's invoices according to the following schedule:

Mode of Payment	%
1. First installment after the submission of inception report	20
2. Second installment after the submission of draft final Report	40
3. Final installment after the submission and acceptance of Final report completion of all duties and responsibilities assigned to consultants as in TOR	40