



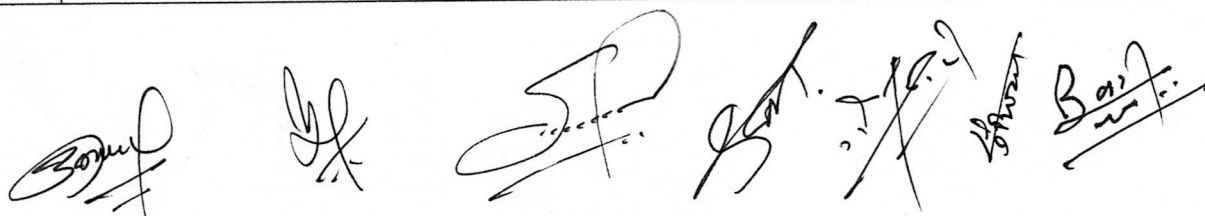
**Hilihang Rural Municipality  
Office of Rural Municipal Executive  
Panchami, Panchthar  
Province No.1, Nepal**

**NORMS FOR ESTIMATE  
OF  
CONSULTANCY SERVICES**

**2078 BS.**

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A series of seven handwritten signatures in black ink, arranged horizontally. The signatures vary in style, with some being more cursive and others more blocky. The first signature on the left is the most prominent, followed by a series of smaller, more stylized signatures.

आज मिति २०७८ कार्तिक २७ गते शनिवारका दिन स्थानीय सरकार सञ्चालन ऐन, २०७४ को दफा १३ बमोजिम हिलिहाड गाउँपालिकाको स्थानीय दररेट निर्धारण समितिका अध्यक्ष तथा गाउँपालिका अध्यक्ष श्री भुवानी प्रसाद लिङ्देनज्युको अध्यक्षता र निम्न सदस्यहरूको उपस्थितिमा बैठक बसि यस गाउँपालिकामा आवश्यक परामर्श सेवा खरिदको लागत अनुमान तयार गर्नको लागि Norms तयार गर्न देहायनुसार निर्धारण गर्ने निर्णय गरियो ।

#### उपस्थिति :

१. गाउँपालिका अध्यक्ष श्री भुवानी प्रसाद लिङ्देन	संयोजक
२. गाउँपालिका उपाध्यक्ष श्री सुमित्रा उप्रेती सेढाई	सदस्य
३. गाउँपालिका प्रमुख प्रशासकीय अधिकृत श्री बिक्रम लिम्बु	सदस्य
४. पूर्वाधार विकास समिति संयोजक श्री मदन गौतम	सदस्य
५. वडाध्यक्ष श्री गोपीकृष्ण भण्डारी	सदस्य
६. लेखापाल श्री सुवास भट्टराई	सदस्य
७. पूर्वाधार शाखा प्रमुख ई. श्री उगेनमणि लिम्बु	सदस्य सचिव

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#### प्रस्तावहरू :

१. सम्भाव्यता अध्ययनको Scope तथा Norms तयार गर्ने सम्बन्धमा ।
२. बिस्तृत परियोजना प्रतिवेदनको Scope तथा Norms तयार गर्ने सम्बन्धमा ।
३. BES/IEE को Scope तथा Norms तयार गर्ने सम्बन्धमा ।
४. Geo-technical study को Scope तथा Norms तयार गर्ने सम्बन्धमा ।
५. Professional/Supporting Staff को ज्याला निर्धारण सम्बन्धमा ।
६. अन्य प्राविधिक निर्णयहरूको सम्बन्धमा ।



निर्णय नं.-१ (क)

हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Scope of Work for Feasibility Study of Buildings and Other Physical infra-Structure निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Scope of Work for Feasibility Study of Buildings and Other Physical infra-Structure Project Includes:**

**1) Desk Study:**

A desk study will be carried out collecting all the data, maps and information relevant to the project and review of Identification (Request Form)/ Pre- Feasibility Report for planning of further field survey and investigation works.

**2) Socio-Economic Studies:**

- Ethnic composition, gender distribution, occupation, educational and health services, socio-economic activities etc.
- Population coverage, Population density. Income. Willingness to pay.
- Cultural acceptability, local material availability etc.

**3) Project Details:**

- Project area: Location, Accessibility
- Physical Environment: topography, climate, Vegetation etc.
- Proposed Scheme: Number and name of scheme, type of system.
- Possible alternatives.
- Operation and maintenance issues.

**4) Environmental consideration:**

- Impacts and mitigation measures

**5) Preparation of typical cost estimate:**

- Summary of approximate cost.

**6) Preparation of typical layout plan:**

**7) Remarks and conclusion**

- Suggestions and recommendation / conclusions on viability of the project.

Detail scope, approaches, methodologies and presentation of the study report will be according to the TOR of the assignment ( Feasibility study of project ). ToR may be different according to the nature of the project.

**Assumptions:**

- It is assumed that the project of 1000 sqm. can be completed in a day by GPS or other advance equipment.
- The Norms of Rate Analysis for feasibility study of the Building and other physical infra-structures has been prepared to a unit of complete study (field work, office work and report preparation) of one project.

निर्णय नं.-१ (ख)

हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Norms for Estimate of Consultancy Services for the cost worked out for complete study (field work, office work and report preparation) निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Feasibility Study of Building and other Physical infra-Structure Project.**

Norms for Estimate of Consultancy Services for the cost worked out for complete study (field work, office work and report preparation) of one project:

Unit: 2000 sqm.

S.N.	Professional/ Supporting staffs	Unit	Desk Study	Travel (Round Trip)	Field Work	Office Work	Total
<b>A</b>	<b>Key Experts</b>						
1	Team Leader/ Structural Engineer / Environmental Engineer	Man-Day	2	1	8	11	22
2	Civil Engineer	Man-Day	2	1	8	11	22
3	Architect	Man-Day	2	1	4	5	12
4	Sociologist/ Economical Expert	Man-Day	2	1	4	5	12
<b>B</b>	<b>Non Key Experts</b>						
1	Auto Cad Expert	Man-Day				5	5
2	Sub Engineer/ Surveyor	Man-Day		2	8	3	13
3	Computer Operator	Man-Day				5	5
4	Helper	Man-Day		2	8	8	18
	<b>Total</b>						

- |   |    |                                      |
|---|----|--------------------------------------|
| 2) Transportation of personnel                                      | LS | 10% Cost of total Manpower required. |
| 3) Materials, Equipment, Tools and services                         | LS | 5% Cost of total manpower required   |
| 4) Stationary and Logistic Support                                  | LS | 5% Cost of total manpower required   |
| 5) Miscellaneous including communications, Printing and productions | LS | 5% Cost of total manpower required   |
| 6) PS Items like Meetings/ Presentations etc.                       | LS | 10% Cost of total manpower required  |



निर्णय नं.-२ (क)

हिलिहाड गाउँपालिकाको स्थानिय दरेट निर्धारण समितिले Scope of Work for the Detailed Engineering Study of Building and other physical infra-structures निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Scope of Work for the Detailed Engineering Study of Building and other physical infra-structures Includes:**

**1) Desk Study:**

A desk study will be carried out collecting all the data, maps and information relevant to the project and review of feasibility Report for planning of further field survey and investigation works. A purpose of the desk study also includes assessing of the existing situation and the structures of Building project area in terms of their reuse in case of rehabilitation of existing systems.

**2) Socio-Economics studies:**

- Ethnic composition, gender distribution, occupation, educational and health services, socio-economic activities etc.
- Understanding of the project features and implementation procedures by the local agencies/ community.
- Commitment by local agencies / community to provide required land for project facilities.
- Population coverage, Population density, income, willingness to pay.

**3) Project Detail:**

- Project Area: Location, Accessibility
- Physical environment: topography, climate, vegetation etc.
- Technology adopted: discuss with justification, alternatives
- Design criteria: give justification if necessary
- Population coverage
- Availability and distance for transportation of local materials, nearest market and road for importation of construction materials.
- Commissioning, Operation and maintenance.

**4) Environment consideration:**

- Physical, Social, Chemical, Cultural, Environmental consideration where applicable: impacts and mitigation measures.

**5) Financial/ Economical Analysis of the project:**

- Evaluate the project in terms of financial and economical through different evaluation parameters.

**6) Geo technical analysis:**

- Building more than 3 story and having plinth area more than 600 sqm. soil investigation report required.
- Field investigation consists of percussion drilling, standard penetration test.
- Laboratory investigation consists of Moisture content, Sieve analysis (Coarse / fine grained soil), direct shear test,
- Factual report with all field and laboratory test data sheets together with conclusion and recommendation.



4

**7) Structural Analysis of the components:**

- Structurally and seismic analysis of the project components and other structural components.

**8) Preparation of typical cost Estimate:**

- Abstract of cost and Quantities shall consist of
  - a) Cost Estimate
  - b) Quantity estimate
  - c) Rate analysis: Basis for calculations
  - d) Summary of approximate costs

**9) Drawings:**

- Location Map
- Architectural Drawing
- Structural Drawing
- Electrical Drawing
- Sanitary Drawing
- 3d Drawing

**10) Preparation of Bidding Document:**

- Bidding Document
- Specifications
- Assess of tentative schedule for the project.

Detail scope, approaches, methodologies and presentation of the study report will be according to the TOR of the assignment (Detailed Engineering survey and study of project ). ToR may be different according to the nature of the project.

**Assumptions:**

- It is assumed that the project of 1000 sqm. can be completed in a day by Total Station.
- The Norms of Rate Analysis for Detailed Engineering survey and study of the Building and other physical infra-structures has been prepared to a unit of complete study (field work, office work and report preparation) of one project .



निर्णय नं.-२ (ख)

हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Norms for Estimate of Consultancy Services for the cost worked out for complete study (field work, office work and report preparation) निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Detailed Engineering Survey and Study of Building and other Physical infra-Structure Project.**

Norms for Estimate of Consultancy Services for the cost worked out for complete study (field work, office work and report preparation) of one project: Unit 900 sqm.

S.N	professional /supporting staff	unit	Desk Study	Travel	Field work	Report Preparation	Total
A	Remuneration						
1	Team Leader/coordinator /urban planner.	Day	8	1	7	10	28
2	Architect for Architectural Design and landscape planning and designing of the building, preparation of Drawings and detailing with Module comprising all components of the Building.	Day	5	0	0	20	25
3	Computer operator (Auto CAD) for Architectural Design and landscape planning and designing of the building, preparation of Drawings and detailing with Module comprising all components of the Building.	Day	5	0	0	20	25
4	Structural Engineer for Carrying out structural Design of the building Based on the relevant codes of IS for the design of Nepal National Building code (NBC -1994 ), Sub Metropolitan Municipality Norms ,Rule and Regulation shall be followed.	Day	5	0	0	20	25
5	Electrical Engineer for Designing Electrical components of the Building as mentioned in TOR	Day	3			12	15



6	Electrical Sub Engineer for Designing Electrical components of the Building as mentioned in TOR	Day	3			12	15
7	Water supply Engineer for Design of Water supply ,Sanitary and Firefighting provision of Building	Day	3			12	15
8	Sub Engineer for Design of Water supply ,Sanitary and Firefighting provision of Building	Day	3			12	15
9	computer Network and communication Specialist for Design of computer Networking and communication system ,CCTV Locations etc.	Day	2			18	20
10	Mechanical Engineer for Design of mechanical components	Day	2			20	22
11	Civil Engineer for Preparation of Unit Rates, Quantity Estimates ,cost estimates ,Bid documents ,Specification of the Building	Day	3	1	2	12	18
12	Sub Engineer for Preparation of Unit Rates, Quantity Estimates ,cost estimates ,Bid document, Specification of the Building	Day	5	1	8	4	18
13	office Assistant for Preparation of Unit Rates, Quantity Estimates ,cost estimates ,Bid documents ,Specification of the Building (3 nos )	Day		1	17	12	90

- |   |    |                                      |
|---|----|--------------------------------------|
| 2) Transportation of personnel                                      | LS | 10% Cost of total Manpower required. |
| 3) Materials, Equipment, Tools and services                         | LS | 5% Cost of total manpower required   |
| 4) Stationary and Logistic Support                                  | LS | 5% Cost of total manpower required   |
| 5) Miscellaneous including communications, Printing and productions | LS | 5% Cost of total manpower required   |
| 6) PS Items like Meetings/ Presentations etc.                       | LS | 10% Cost of total manpower required  |

निर्णय नं.-३ (क)

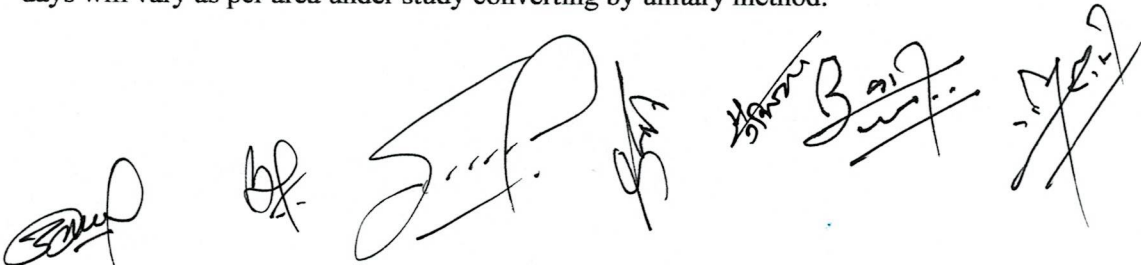
हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Scope of Work for the BES/IEE of Building and other physical infra-structures निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Scope of Work for the BES/IEE of Building and other physical infra-structures Includes:**

1. Desk study is to carry out collecting all the data, maps and information relevant to the project for preparing ToR and further activities related to BES/IEE study of the project.
2. Preparation of Site/ Project Specific Terms of Reference Document as per EPA 2076, 'EPR 2077 and BES and IEE procedure, 2077', Hilihang Rural Municipality.
3. Carry out geological assessment, ecological assessment, necessary laboratory testing to prepare ToR and BES / IEE report, Which shall incorporate all the priority issues of work by categorizing them into physical, biological, socio-economic, and cultural aspects of both beneficial and Adverse types sustainability, willingness to pay, for both construction, operational and maintenance stages as per EPA 2076, 'EPR 2077 and BES and IEE procedure, 2077', Hilihang Rural Municipality.
4. Data collection and examination related to:
  - Physical parameters: walkthrough survey, inventory, literature review (including feasibility study and previous works), map study, national level database, insitu test.
  - Biological parameters: identification of species including protected species within the project area, sampling and estimation on influence area.
  - Socio-economic parameters: Semi-structured interview with key informants, questionnaire, map interpretation and walkthrough survey,
  - Cultural and Religious parameters: interview, walkthrough survey.
5. Impact identification, impact prediction, Determination of significant impacts
6. Preparation of Environment Management Action Plan.
7. Preparation of BES/ IEE report as per approved Term of Reference.

**Assumptions:**

The following BES /IEE study will be carried out for one single project of unit specified below and the man days will vary as per area under study converting by unitary method.



निर्णय नं.-३ (ख)

हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले BES/IEE Study of Building and other physical infra-structures project Norms for Estimate of Consultancy Services निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**BES/IEE Study of Building and other physical infra-structures project Norms for Estimate of Consultancy Services.**

Unit: 350 sqm. plinth area ( plinth area must be 20 % of total coverage area)

S.N	professional /supporting staff	unit	Desk Study	Travel	Field work	Report Preparation	Total
1	Team leader/Environmental Engineer	Day	8	1	6	10	27
2	sociologist/Anthropologist	Day	4	1	15	14	34
3	civil Engineer	Day	3	1	2	15	21
4	structure Engineer/urban planner	Day	2	1	2	5	10
5	Geo Technical Engineer	Day	3	1	5	5	14
<b>B</b>	<b>Non Key Experts</b>						
1	Technical assistant (physio-chemical )	Day	2	1	8	3	14
2	Technical assistant (physio-chemical )	Day	2	1	8	3	14
3	Technical assistant (physio-chemical )	Day	2	1	8	3	14
4	Sub Engineer/Surveyor	Day	1	1	6	2	10
5	computer operator	Day	1	0	0	3	4
6	Helper	Day	0	1	14	15	30

Transportatio of Personnel Ls 10 %of total manpower Required

Materials,Equipments,Tools And Services Ls 5 %of total manpower Required

Stationery and logistic support Ls 5 %of total manpower Required

Miscellaneous Ls 5 %of total manpower Required

PS items like Meetings /Presentations, Snacks and Sample test etc Ps 20 %of total manpower Required











निर्णय नं.-४ (क)

हिलिहाड गाउँपालिकाको स्थानिय दरेट निर्धारण समितिले Scope of Work for Geo-technical study for building and other physical infra-structure निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Scope of Work for Geo-technical study for building and other physical infra-structure project:**

1. Collection and review of topographical maps, air photos, geological maps, and other related reports.
2. Contact relevant government department, stakeholders to acquire secondary data. Study the geomorphological characteristics, Geological/ geotechnical.
3. Recording data related to stability of slopes on the base map, preparation of engineering geological mapping
4. Field investigation, laboratory investigation and report with conclusion and recommendation.



निर्णय नं.-४ (क)

हिलिहाड गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Geo-technical study for building and other physical infra-structure project Norms for Estimate of Consultancy Services निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

**Geo-technical study for building and other physical infra-structure project Norms for Estimate of Consultancy Services.**

Unit: 3 Bore Hole, 12m depth.

S.N	professional /supporting staff	unit	Desk Study	Travel	Field work	Report Preparation	Total
1	Geo Technical Engineer for field Work (collection of sample -bore hole log for 12 m depth for each site )	Day	1	1	1	1	4
2	Geo Technical Engineer for Desk Work	Day	5	1	2	7	15
3	sub engineer for collection of sample and desk work	Day	3	1	7	4	15
4	office Assistant for collection of sample and Report Preparation	Day		1	7	7	15

Transportation of personnel LS 10 %Cost Of Total Manpower Required

Materials ,Equipments,  
Tools and services LS 5 %Cost Of Total Manpower Required

Stationary and logistic support LS 5 %Cost Of Total Manpower Required

Miscellaneous including communications,  
printing and productions LS 5 %Cost Of Total Manpower Required

meetings and presentations of  
draft and fial Report LS 10 %Cost Of Total Manpower Required





निर्णय नं.-४ (अ)

हिलिहाङ गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले Professional/ Supporting Staff हरुको ज्याल निम्न बमोजिम निर्धारण गरिने निर्णय गरियो ।

### Rate of Professional/ Supporting Staff ( For Reference)

S.N	Professional/Support Staff (National)	Unit	Recommended Basic rate Rs/day for F/Y 2078/079
1	Highway Engineer, Transport Engineer, Bridge Engineer, Structure Engineer, Procurement specialist, Civil Engineer/ office	man/day	4472
2	Geo-technical Engineer/Engineering Geologist	man/day	4472
3	Hydrologist	man/day	4472
4	System Analyst/GIS Expert	man/day	4472
5	Enviromentalist/ Forestry Specialist, Ecologist Enviromental Engineer (Team Leader)	man/day	4793
6	Enviromentalist/ Enviroment Engineer	man/day	4472
7	Sociologist, Socio-Economist, Economist, Botanist	man/day	3199
8	Social Development/ Resettlement Specialist	man/day	4472
9	Senior Programmer	man/day	4472
10	IT expert Engineer (Developer/ Software Programmer/Database engineer/ software debugger)	man/day	4472
11	IT Technical (software support engineer)	man/day	1540
12	Technical Assistance (physical, Biological, chemical, socio-Economic etc,)	man/day	2546
13	Sub-Engineer/Surveyor	man/day	2396
14	Draft person / CAD operator, computer operator, account/Admin staff	man/day	1540
15	Support staff, Chain man, Labour, Runner, peon, helper, Watch man, Camp worker	man/day	As per Hilihang fiscal year rate

S.N	Professional/Support Staff (National)	Unit	Recommended Basic rate Rs/day for
	Team Leader	month	based on experience 10 percent more than professional staff
	professional staff		



1	Required experience more than 15 year		240000
2	Required experience 10-15 year		190000
3	Required experience 5-10 year		150000
4	Required experience upto 5 year		110000
	Technical support staff		70000
	Administrative support staff		50000
	Peon, Watchman, Runner, Suvery helper, Supervisor etc.		20000

Note:

1. Based on market availability, and price escalation factor Rural Municipality shall decide rate of consultant and internal expert. Above rates are for reference only.
2. Add 50 percent of basic rate as field allowance to the consultant (in case of hiring of consultant) or survey allowance (in case of government staff) during field work (including travel).







निर्णय नं. ६

अन्य प्राविधिक निर्णयहरू,

१. हिलिहाड गाउँपालिकाको स्थानिय दररेट निर्धारण समितिले निर्णय अनुसार professional / Support Staff (national) को रेट निर्धारण गर्ने बिधिलाइ अनुमोदन गर्ने ।
२. Consultancy services को लागि professional / Support Staff (National) को तपशिल अनुसारको Monthly rate चालु आ.ब. बाट लागु गर्ने निर्णय गरियो ।

क) Team Leader.	: अनुभवको आधारमा corresponding professional staff को तलव मानमा १० % थप गरिने
ख) Professional Staff	
Required Experience More than 15 yrs.	240000
Required Experience 10 to 15 yrs.	190000
Required Experience 5 to 10 yrs.	150000
Required Experience 0 to 5 yrs.	110000
ग) Technical Support Staff	70000
घ) Administrative support staff	50000
ङ) Peon, Watchman, Runner, Survey Helper, Supervisor etc.	20000

३. यसै गरी out of station allowance को हकमा Team leader र Professional Staff को लागि रु. ४००० प्रतिदिन र अन्यको लागि रु. २००० प्रतिदिन तोक्ने ।
४. एक महिना भन्दा कम समयको लागि परामर्श सेवा लिनु पर्दा माथि उल्लेखित दर रेटलाइ १.५ ले गुणन गरि प्रतिदिनको हुन आउने दरले दिनको संख्यालाइ गुणन गरि कायम गर्ने ।
५. कन्सल्टेन्सी सेवा लिँदा Output तथा Performance indicator हरु स्पष्ट उल्लेख गरि बारबार गरिने replacement हरुलाइ निरुत्साहित गर्ने कुरा सम्झौतामा उल्लेख गर्ने ।
६. कन्सल्टेन्सी कार्य समाप्त भएपछी performance evaluation को प्रावधान राख्ने ।
७. Professional / Support staff (National) दर रेट प्रत्येक २ बर्षमा Review गर्ने ।
८. यसमा समावेस हुन छुटेका Norms हरुको हकमा सम्बन्धित मन्त्रालयको Norms प्रयोग गर्ने ।
९. यस Norms को आकारको कार्यहरुको नभएको हकमा Norms मा उल्लेख भएको एकाइलाइ ऐकिक नियम प्रयोग गरि लागत अनुमान तयार गर्ने ।



