



Gandaki Province Government
Ministry of Physical Infrastructure Development and Transport Management
Road, Bridge and Provincial Building Office
Kaski

Notice for Standing List
For Proof Checking of Design and Drawings of Bridges,
Roads and Buildings

Date of Publication: 19th December 2025

The Gandaki Province Government, Ministry of Physical Infrastructure Development and Transport Management; Road, Bridge and Provincial Building Office, Kaski, intends to hire qualified individual experts for proof checking of design and drawings of Bridges/roads/buildings for the current fiscal year. The experts will be engaged for a specified number of input days over the contract period, depending on project needs.

The required positions include:

- Structural (Bridge related) /Bridge Engineer
- Transportation Engineer
- Geotechnical Engineer
- Hydrologist (Road and Bridge related)
- Trail Bridge Expert (LSTB, SSTB, Truss Bridges)
- Architectural Engineer
- Building Structural Engineer
- HVAC/Sanitary Engineer
- Electrical Engineer (Building related)

As per the provision made in the **Public Procurement Act, 2007, Clause 6(ka)**, all interested and eligible individual experts are invited to submit their application for enlistment in the standing list, along with the following documents via email to rbpbokaski2082@gmail.com

Requirements for enlistment:

- PAN / VAT registration document (applicants not yet registered may apply, but registration is required prior to payment if selected)
- Tax clearance or extension certificate for FY 2080/81 or later (not required for newly registered experts)
- Curriculum Vitae (CV) with academic credentials and proof of relevant experience (if any).
- Minimum qualification and Experience: As per the respective position as stated in Terms of Reference (ToR). The detailed ToR can be accessed from the office **website: <https://idd.gandaki.gov.np>** (as **new website is under construction**)

Deadline for submission: On or before **3rd January 2026**, during official office hours.

The office will prepare the standing list based on the qualifications and experience of the applicants. Selected experts will be nominated as per the **Public Procurement Regulation, 2008**

For further information, please contact:

Road, Bridge and Provincial Building Office, Kaski

Email: rbpbokaski2082@gmail.com



Gandaki Province Government
Ministry of Physical Infrastructure Development and Transport Management
Road, Bridge and Provincial Building Office
Kaski

Terms of Reference

A. Introduction

The Road, Bridge and Provincial Building Office, Kaski is the provincial authority responsible for the planning, design, quality control, inspection, supervision, and maintenance of bridge structures, road infrastructure, and provincial building structures across the districts of Gandaki Province. To effectively discharge these responsibilities, the office adheres to established technical standards and operational guidelines, including the Nepal Bridge Standards (NBS) 2067, Guideline for Quality Management for Concrete Bridges, Guideline for Inspection and Maintenance of Bridges, and the Standard Specification for Road and Bridge Works, 2073 (with amendments).

For building structures, the office follows the Nepal National Building Code (NBC) with its latest revisions, Standard Specification for Building Construction (Civil) Works, and relevant NORMS and technical guidelines issued by the Department of Urban Development and Building Construction (DUDBC). Collectively, these standards ensure the safety, durability, and serviceability of bridge, road, and building assets. They provide clear procedures covering all stages of the infrastructure lifecycle, including material selection, structural design verification, construction supervision, quality control, regular inspection, condition assessment, and timely maintenance and rehabilitation interventions.

In recent years, the growing scale, complexity, and technical requirements of construction works have increased the need for specialized expertise beyond the existing in-house capacity of the Office. Many projects demand intensive advanced structural and geotechnical assessments, specialized hydraulic and hydrological studies, and timely technical interventions to resolve site-specific challenges. The office often face resource limitations that may affect the uniformity of quality control, delay decision-making, and leave gaps in documentation and record management. The demand for expert support is particularly critical in areas such as structural design check, review, foundation and soil analysis, river training and hydraulic assessment, construction monitoring, and archiving of design and as-built records.

To address these capacity gaps, the Office intends to establish and maintain a pool of qualified individual consultants with competence in bridge, roads and building-related disciplines. These consultants will be engaged on an as-needed basis to review designs submitted by contractors and the consulting firms, ensuring compliance with DoR standards and relevant IRC codes for bridge and roads projects, whereas DUDBC Standard Specification, Norms and NBC and IRC code compliance for buildings structures. The office seeks their engagement to help improve the quality and resilience in areas for bridge, roads and building designs, and to support the timely, cost-effective, and safe delivery of bridge projects and provide technical assistance to office engineers.

The required areas of expertise include, but are not limited to:

- Structural (Bridge related) /Bridge Engineer
- Geotechnical Engineer
- Hydrologist (Road and Bridge related)
- Transportation Engineer
- Trail Bridge Expert (LSTB, SSTB, Truss Bridges)



- Architectural Engineer
- Building Structural Engineer
- HVAC/Sanitary Engineer
- Electrical Engineer (Building related)



B. List of Experts

B.1 Bridge/ Structural Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge structural design drawings submitted by the contractors, consulting firms and to facilitate timely approval of design drawings of bridges.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or another representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To check the design drawings submitted by the contractor in respect of bridge for choosing the bridge type and the General Arrangement drawing of various components of bridge.
- Review and verify, from inception/preliminary/draft to final reports (as needed), all detailed structural designs calculations for various components of bridge e.g. foundation, substructure, bearings and superstructure and their drawings ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, departmental circulars, publications) and/or international (IRC, Euro Codes, BS, AASHTO..etc)
- To check and certify the detailed seismic analysis and design of the bridge as per relevant Indian/ IRC and International Codes.
- Verifying data input/ load calculations and structural calculations for all components of the scheme (by independent, software or their own computer program if any).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety and quality of works.
- The Consultant shall also check and verify the design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the position of **Bridge Expert** should have following expertise and education.

Area	Qualifications
Education	Min: Master's degree in Structural/Earthquake/Bridge Engineering or equivalent



Area	Qualifications
Experience	General Experience: <ul style="list-style-type: none">• Min: 10 years of general experience in civil engineering works Specific Experience: <ul style="list-style-type: none">• Min 5 years in Design or Design Review or Proof Checking works of Bridges.• Must have experience of designing at least 5 (Five) Pre-stressed Concrete bridges.
Other	<ul style="list-style-type: none">• Language fluency in English and Nepali• Team work• Experience in documentation• Able to travel to difficult location/terrain/site.
Additional Requirement	<ul style="list-style-type: none">• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	<ul style="list-style-type: none">• Preference shall be given to higher experience than that mentioned above

B.2 Geotechnical Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge geotechnical design drawings submitted by the contractors, consulting firms, and to facilitate timely approval of design drawings of bridges

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or another representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To check the design drawings submitted by the contractor in respect of bridge for choosing the bridge type and the General Arrangement drawing of various components of bridge.
- To scrutinize the survey, soil bore log data of bridge site submitted by the contractor and assess their completeness, correctness from technical as well as practical consideration.
- Review and verify, from inception, all capacity/design calculations and drawings for bridge foundations, ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, departmental circulars, publications) and/or international (IRC, etc).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety and quality of works.



- The Consultant shall also check and verify the geotechnical design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the post of **Geotechnical Engineer (Expert)** should have following expertise and education.

Area	Qualifications
Qualification	▪ Minimum: Master's Degree in Geotechnical Engineering or related fields.
General Experience	Minimum: 10 years' experiences in civil engineering works
Specific Experiences	Minimum 5 years in Design or Design Review or Proof Checking works of Bridges. Must have experience of designing at least 5 bridges in geotechnical aspects.
Additional Requirements	Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above



B.3 Hydrologist Engineer

OBJECTIVE

The main objective of the service is to check/review the bridge hydrological and hydraulic design drawings submitted by the contractors, consulting firms and to facilitate timely approval of design drawings of bridges.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or another representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To study the design drawings submitted by the contractor in respect of bridge for choosing the alignment, bridge site and the planning methods proposed.
- To scrutinize the survey, metrological/hydrological data of bridge site/catchment submitted by the contractor and assess their completeness, correctness.
- Review and verify, from inception, hydrological/hydraulic analysis for bridge, ensuring completeness, correctness, safety, economy, and feasibility. This should be done with respect to established analysis/design methods and applicable codal provisions, whether national (Nepal Bridge Standards 2067, Guidelines on Hydrological and hydraulic analysis and river Training works for Bridge design, departmental circulars, publications) or international (IRC etc).
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety or quality of works.
- The Consultant shall also check and verify the geotechnical design calculations and drawings submitted by the contractor. This includes the resubmission /revision of design and drawings from the contractor.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the post of **Hydrologist** should have following expertise and education.



Area	Qualifications
Qualification	Minimum: Master's degree in Water Resources engineering or Hydrology or Equivalent.
General Experience	Minimum: 10-year experience in civil engineering works.
Specific Experiences	Minimum 5 Experience in Hydrological design of motorable bridges and/or design review and /or design check on hydraulic/ hydrological aspects of motorable bridges Must have experience of designing at least 5 bridges in Hydraulic/ hydrological aspects.
Other Skills/Experiences	Knowledge on hydraulic/ hydrological analysis software (eg. HEC-RAS, GIS or Related etc.) Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above

B.4 Transportation Engineer

OBJECTIVE

The main objective of the service is to check/review the design drawings of road and road side structures submitted by the contractors, consulting firms and to facilitate timely approval of design drawings of roads.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or another representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To study the design drawings submitted by the contractor in respect of road for choosing the alignment, and the planning methods proposed.
- To scrutinize the survey, geometric design parameter of the road submitted by the contractor and assesses their completeness, correctness as per Nepal Road Standard, NRS 2070 and Provincial Road Standard.
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety or quality of works.
- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".



NECESSARY EXPERIENCE

The consultant for the post of **Transportation Engineer** should have following expertise and education.

Area	Qualifications
Qualification	Minimum: Master's degree in Transportation engineering or or Equivalent.
General Experience	Minimum: 10-year experience in civil engineering works.
Specific Experiences	Minimum 5 Experience in planning, design, cost estimate preparation and construction supervision of road and/or design review and /or design check of roads Must have experience of planning, design and construction supervision of at least 5 roads.
Other Skills/Experiences	Knowledge on road design software (e.g. SMART Road or SW Road etc.) Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above

B.5 Trail Bridge Expert (LSTB, SSTB)

OBJECTIVE

The main objective of the service is to check/review the design drawings of trail bridges submitted by the contractors, consulting firms and to facilitate timely approval of design drawings of roads.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or another representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To study the design drawings submitted by the contractor in respect of Trail Bridge for choosing the alignment, and the planning methods proposed.
- To scrutinize the survey, design parameter of the trail bridge submitted by the contractor and assesses their completeness, correctness as per Trail Bridge Design Manual and prevailing norms and Standard.
- Provide valuable suggestions or recommendations on design drawing submissions, enabling the department to benefit without compromising safety or quality of works.



- The consultant shall certify whether design drawings are "acceptable for construction" or "Not".

NECESSARY EXPERIENCE

The consultant for the post of **Trail Bridge Engineer** should have following expertise and

Area	Qualifications
Qualification	Minimum: Bachelor's in Civil Engineering with Elective in Suspension bridge or Bachelor's in Civil Engineering with minimum 15 days training of trail bridge
General Experience	Minimum: 10-year experience in civil engineering works.
Specific Experiences	Minimum 5 Experience in planning, design, cost estimate preparation and construction supervision of trail bridge and/or design review and /or design check of trail bridges Must have experience of planning, design and construction supervision of at least 5 trial bridges.
Other Skills/Experiences	Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Other	Language fluency in English and Nepali Team work Experience in documentation Able to travel to difficult location/terrain/site.
Preference	Preference shall be given to higher experience than that mentioned above



B.6 Architectural Engineer

OBJECTIVE

The main objective of the service is to check and review architectural design drawings and related documents of building projects submitted by contractors and consulting firms, and to facilitate timely approval of architectural drawings in compliance with applicable building codes, standards, specifications, and statutory requirements.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or authorized representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To review and check architectural design drawings of buildings, including site layout, floor plans, elevations, sections, and spatial organization, ensuring functional efficiency, safety, and compliance with approved planning criteria.
- To verify compliance of architectural designs with Nepal National Building Code (NBC) provisions related to building planning, fire and life safety, accessibility, ventilation, lighting, and habitability, with the latest revisions.
- To review building by-laws, zoning regulations, setback requirements, height limitations, FAR/FSI provisions, and other statutory requirements applicable to provincial buildings.
- To check coordination and consistency between architectural, structural, and MEP drawings, ensuring constructability and avoidance of conflicts during construction.
- To review materials, finishes, specifications, and schedules for architectural works in accordance with the Standard Specification for Building Construction (Civil) Works and relevant DUDBC NORMS and technical guidelines.
- To assess universal accessibility provisions, including facilities for persons with disabilities, as per NBC and applicable national guidelines.
- To review fire safety provisions, including means of egress, staircases, fire separation, refuge areas, and coordination with structural and fire protection systems.
- To review energy efficiency and environmental considerations, including natural lighting, ventilation, and sustainable building practices, where applicable.
- To provide professional comments, recommendations, and necessary modifications on architectural submissions to improve functionality, safety, durability, and serviceability without compromising approved standards.
- To check and verify revised or resubmitted architectural drawings and documents submitted by contractors or consulting firms, ensuring that all review comments have been adequately addressed.
- To certify whether the submitted architectural drawings are “Acceptable for Construction”



or “Not Acceptable”, with appropriate remarks.

- To provide technical assistance to Office engineers on architectural planning, detailing, and construction-related issues as required.

NECESSARY EXPERIENCE

The consultant for the position of **Architectural Engineer / Architect** should have following expertise and education.

Area	Qualifications
Education (Preference)	Minimum Bachelor’s degree in Architecture or Architectural Engineering Master’s degree in Architecture / Urban Design / Urban Planning or related field
Experience	General Experience: <ul style="list-style-type: none">• Min: 10 years of general experience in architectural design and building construction projects. Specific Experience: <ul style="list-style-type: none">• Minimum 5 years of experience in architectural design review, building planning, or approval of architectural drawings.• Experience in architectural design of institutional, residential, commercial, and public buildings.• Familiarity with NBC provisions, DUDBC guidelines, and municipal building by-laws.
Other	<ul style="list-style-type: none">• Language fluency in English and Nepali• Team work• Experience in documentation• Able to travel to difficult location/terrain/site.
Additional Requirement	<ul style="list-style-type: none">• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	<ul style="list-style-type: none">• Preference shall be given to higher experience than that mentioned above

B.7 Building Structural Engineer

OBJECTIVE

The main objective of the service is to check and review structural design drawings and calculations of building structures submitted by contractors and consulting firms, and to facilitate timely approval of building design drawings in compliance with applicable national codes, standards, and specifications.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the



guidance of office chief or authorized representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To review and check architectural and structural design drawings of buildings, including selection of structural system and verification of General Arrangement drawings and layout of structural components.
- To review and verify, from conceptual/preliminary/draft to final stages (as required), all detailed structural design calculations and drawings of building components such as foundations, columns, beams, slabs, shear walls, staircases, and other structural elements, ensuring completeness, correctness, safety, economy, constructability, and serviceability.
- To check and certify seismic analysis and design of building structures in accordance with the Nepal National Building Code (NBC) with its latest revisions, relevant IRC codes (where applicable), and other recognized international standards as permitted by NBC and DUDBC guidelines.
- To verify design assumptions, load calculations (dead, live, seismic, wind, and other applicable loads), modeling parameters, and structural analysis results using independent checks and/or appropriate structural analysis software.
- To review and ensure compliance of designs with the Standard Specification for Building Construction (Civil) Works, DUDBC NORMS, and relevant technical guidelines issued by the Department of Urban Development and Building Construction (DUDBC).
- To provide professional comments, recommendations, and necessary design improvements on submitted drawings and calculations, ensuring that safety, durability, and quality of construction are not compromised.
- To check and verify revised or resubmitted design drawings and calculations submitted by contractors or consulting firms, and confirm that all comments and observations have been adequately addressed.
- To certify whether the submitted structural design drawings and calculations are "Acceptable for Construction" or "Not Acceptable", with clear justification
- To provide technical support and clarification to the Office engineers related to building structural design, construction issues, and documentation as required.

NECESSARY EXPERIENCE

The consultant for the position of **Building Structural Engineer / Building Expert** should have following expertise and education.

Area	Qualifications
Education	Minimum Master's degree in Structural/Earthquake/ Engineering or equivalent



Experience	<p>General Experience:</p> <ul style="list-style-type: none">• Min: 10 years of general experience in civil/structural engineering works related to building construction. <p>Specific Experience:</p> <ul style="list-style-type: none">• Minimum 5 years of experience in building structural design, design review, or proof checking of RCC and/or composite building structures• Proven experience in seismic design and detailing of buildings in compliance with NBC.• Experience in structural design of institutional, residential, commercial, or public buildings.
Other	<ul style="list-style-type: none">• Language fluency in English and Nepali• Team work• Experience in documentation• Able to travel to difficult location/terrain/site.
Additional Requirement	<ul style="list-style-type: none">• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	<ul style="list-style-type: none">• Preference shall be given to higher experience than that mentioned above

B.8 HVAC/Sanitary Engineer

OBJECTIVE

The main objective of the service is to check and review HVAC, plumbing, sanitary, drainage, and related MEP design drawings and calculations submitted by contractors and consulting firms, and to facilitate timely approval of HVAC and sanitary system designs in compliance with applicable national codes, standards, and specifications.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or authorized representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To review and check HVAC system designs, including heating, ventilation, air-conditioning, and mechanical ventilation systems, ensuring adequacy, energy efficiency, occupant comfort, and maintainability.
- To review and verify sanitary, plumbing, water supply, drainage, stormwater, and rainwater harvesting systems, ensuring proper sizing, functionality, hygiene, and compliance with relevant standards.
- To check load calculations for HVAC systems, including cooling/heating loads, fresh air requirements, exhaust systems, and equipment selection.



- To verify plumbing and sanitary design calculations, including water demand, pipe sizing, pump selection, storage tanks, sewage and wastewater systems, and on-site treatment facilities where applicable.
- To review firefighting-related mechanical systems, such as smoke extraction, stair pressurization, and coordination with fire protection systems, in coordination with architectural and structural designs.
- To ensure coordination and clash-free integration of HVAC and sanitary systems with architectural, structural, and electrical designs, including shafts, plant rooms, ceiling spaces, and service routes.
- To verify compliance with the Nepal National Building Code (NBC) with latest revisions, relevant DUBC NORMS and technical guidelines, and the Standard Specification for Building Construction (Civil) Works, as applicable to HVAC and sanitary works.
- To review materials, equipment specifications, schedules, and BOQs for HVAC and sanitary works, ensuring quality, durability, availability, and compliance with approved standards.
- To provide professional comments, recommendations, and necessary design modifications to improve system performance, safety, efficiency, and ease of operation and maintenance.
- To check and verify revised or resubmitted HVAC and sanitary drawings and calculations submitted by contractors or consulting firms, ensuring that all review comments have been adequately addressed.
- To certify whether the submitted HVAC and sanitary designs are “Acceptable for Construction” or “Not Acceptable”, with clear remarks and justification.
- To provide technical assistance to Office engineers during construction regarding HVAC and sanitary installations, testing, commissioning, and documentation as required.

NECESSARY EXPERIENCE

The consultant for the position of **HVAC / Sanitary Engineer** should have following expertise and education.

Area	Qualifications
Education	Minimum Bachelor’s degree in Mechanical Engineering (HVAC) or Civil Engineering (Sanitary / Public Health Engineering)
(Preference)	Master’s degree in HVAC Engineering / Mechanical Engineering / Environmental or Public Health Engineering
Experience	General Experience: <ul style="list-style-type: none">• Min: 5 years of general experience in HVAC and sanitary engineering works related to building projects. Specific Experience: <ul style="list-style-type: none">• Minimum 5 years of experience in design, design review, or proof



	<p>checking of HVAC and sanitary systems for buildings.</p> <ul style="list-style-type: none">• Experience in HVAC and sanitary design of institutional, residential, commercial, healthcare, or public buildings.• Familiarity with energy-efficient HVAC systems and sustainable water management practices.
Other	<ul style="list-style-type: none">• Language fluency in English and Nepali• Team work• Experience in documentation• Able to travel to difficult location/terrain/site.
Additional Requirement	<ul style="list-style-type: none">• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	<ul style="list-style-type: none">• Preference shall be given to higher experience than that mentioned above

B.9 Electrical Engineer (Building related)

OBJECTIVE

The main objective of the service is to check and review electrical system design drawings, calculations, and specifications of building projects submitted by contractors and consulting firms, and to facilitate timely approval of electrical designs in compliance with applicable national codes, standards, and specifications.

SCOPE OF WORKS

The Consultant shall work under the management of the Office. He/ She shall work under the guidance of office chief or authorized representative from office chief. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to following activities as per actual need:

- To review and check electrical design drawings for buildings, including power distribution, lighting, small power, emergency power, and low-voltage systems.
- To verify electrical load calculations, demand factors, transformer and generator sizing, UPS systems, and distribution board layouts.
- To review lighting design, including illumination levels, fixture selection, energy efficiency, and emergency lighting systems in accordance with applicable standards.
- To review earthing and grounding systems, lightning protection systems, and surge protection devices for compliance with safety standards.
- To check fire alarm and detection systems, public address systems, and coordination with fire protection and life safety requirements in accordance with NBC and relevant standards.
- To review backup power systems, including generators, inverters, solar PV systems (where applicable), and their integration with building electrical systems.
- To ensure proper coordination and clash-free integration of electrical systems with architectural, structural, and MEP designs, including shafts, service routes, and equipment rooms.
- To verify compliance of electrical designs with the Nepal National Building Code (NBC) with latest revisions, relevant DUDBC NORMS and technical guidelines, and the Standard Specification for Building Construction (Civil) Works, as applicable to electrical works.
- To review materials, equipment specifications, schedules, and BOQs related to electrical



works, ensuring quality, safety, durability, and availability.

- To provide professional comments, recommendations, and necessary design modifications to enhance safety, reliability, energy efficiency, and maintainability of electrical systems.
- To check and verify revised or resubmitted electrical drawings and calculations submitted by contractors or consulting firms, ensuring that all review comments have been adequately addressed.
- To certify whether the submitted electrical designs are “Acceptable for Construction” or “Not Acceptable”, with appropriate remarks.
- To provide technical assistance to Office engineers during construction, testing, commissioning, and documentation of electrical systems as required.

NECESSARY EXPERIENCE

The consultant for the position of **Electrical Engineer (Building Services)** should have following expertise and education.

Area	Qualifications
Education	Minimum Bachelor’s degree in Electrical Engineering)
(Preference)	Master’s degree in Electrical Engineering / Power Systems / Building Services Engineering
Experience	General Experience: <ul style="list-style-type: none">• Min: 5 years of general experience in Minimum Bachelor’s degree in Electrical Engineering Specific Experience: <ul style="list-style-type: none">• Minimum 5 years of experience in design, design review, or proof checking of building electrical systems.• Experience in electrical design of institutional, residential, commercial, healthcare, or public buildings.• Familiarity with energy-efficient electrical systems, renewable energy integration, and modern building services.
Other	<ul style="list-style-type: none">• Language fluency in English and Nepali• Team work• Experience in documentation• Able to travel to difficult location/terrain/site.
Additional Requirement	<ul style="list-style-type: none">• Registered in Nepal Engineering Council as per Nepal Engineering Council Act, 2055 (1999) or subsequent revision;
Preference	<ul style="list-style-type: none">• Preference shall be given to higher experience than that mentioned above

C. DURATION OF CONSULTING SERVICE

The duration of the Consultant’s services shall be determined on the basis of the complexity and uniqueness of the bridge/road/building design under review, and shall be finalized through mutual negotiation with the proposed Consultant.



D. REMUNERATION

The remuneration to the Individual Consultant shall be on each job assignment basis. Expenses including per diem incurred through field, visit to project sites/field offices shall be reimbursed in arrears as incurred subject to approval of the travel by the office. The consultant shall submit a detail time sheet showing the days and activities done under the Office.

E. TAXATION

The Consultant shall be fully responsible for all taxes imposed by Provincial Government. The Consultant must be registered in the VAT before entering into the contract agreement signing.

F. REPORTING

The Consultant will furnish his detailed reports / comments on the design calculations and drawings to the office within a reasonable period (days) as agreed at time of agreement. The Consultant shall discuss the deficiencies if any in the design and suggest the changes to the office and shall provide a clear recommendation to the office on whether the design is acceptable for construction.

Note: The Consultant shall submit both an electronic copy and a duly signed hard copy of the report for each assigned bridge.



G. TERMINATION OF CONTRACT

The Employer reserves the right to terminate the contract if the consultant's services are deemed unnecessary due to internal project management decisions, delays in the execution of assigned tasks, or unsatisfactory performance as determined by the Office.

- In case of the termination of the contract on part of the project (client); the client will inform in writing one (1) week before to the consultant
- If the consultant wishes to leave the project; he/she shall mandatorily inform in writing two (2) Weeks before to the office.

H. CONSULTANT'S RESPONSIBILITY

The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall keep full records relating to all aspects of the work covered by his service contract. All original drawings, work sheets, field notes, computer programs, reports and other documents relating to the study shall become the property of the Government.

While starting the job itself the consultant should have a laptop computer of his/her own. The consultant will have to arrange its own transport conveyances for daily office movements in Kathmandu Valley.

I. AGREEMENT

The Consultant shall be required to enter into an agreement with client; Road, Bridge and Provincial Building Office, Kaski on Performance Based fee payment contract as per provisions made on Public Procurement Regulations. An agreement shall be signed by both parties before the commencement of the work.

J. CURRICULUM VITAE (CV)

Position Title and No.	{ e.g., Structural/Bridge Engineer }
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{ Insert full name }
Date of Birth:	{ day/month/year }
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous



clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel/e-mail.....; Mr. B, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

Experts contact information : (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience
- (ii) I am not a current employee of the GoN
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment
- (v) I am not currently debarred by a multilateral development bank (In case of DP funded project)
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.
- (vii) I declare that Corruption Case is not filed against me.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Date: _____

[Signature of expert]

Day/Month/Year

Full name of authorized representative: _____



K. FORM OF LETTER OF APPLICATION

Letter of Application

Date:

To,
Full Name of Client: Road, Bridge and Provincial
Building Office,
Office Full Address of Client: Kaski
Telephone No.: -
Email Address: rpbokaski2082@gmail.com

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by *[Insert name of Client]* as Consultant for *{Insert brief description of Work/Services}*.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
3. *[Insert name of Client]* and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. *[Insert name of Client]* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):