

NEPAL LIFE INSURANCE COMPANY LIMITED

KAMALADI

REQUEST FOR PROPOSAL

FOR

**Consultancy Services for
Branch Design and Supervision Works
at Various Locations within Nepal**

May, 2026

SECTION I. INSTRUCTIONS TO BIDDERS

DEFINITIONS

- a. CLIENT: The "Client" or "the Employer" means M/S NEPAL LIFE INSURANCE CO. LTD having its registered office at Kamaladi, Kathmandu, Nepal.
- b. PROJECT: The "Project/Works" means the carpentry, furnishing, false ceiling and related civil and sanitary works in proposed Construction of branch offices within Nepal as stipulated by the client.
- c. SITE: The "Site" means shall mean the land/building and other places on, under, in or through which the permanent works are to be carried out and any other lands or places provided by the Employer for the purpose of the contract.
- d. CONSULTANT: The "Consultant" means a professional architect, architectural consultant, or architectural firm hired by the Client to provide expert advice, design, supervision, and related consultancy services for the Project and associated works
- e. "CONTRACTOR" means the person or the persons, firm or Company or corporation whose Bid has been accepted by the Employer and includes the contractor's legal representatives, his successors and permitted assigns.
- f. CONTRACT DOCUMENTS" means collectively the Bid Documents, Agreement, Designs, Drawings, Specification, Schedule of Finishes/Quantities and Rates, Letter of Acceptance and agreed variations if any, and such other documents constituting the Bid and acceptance thereof.
- g. CONTRACT PRICE is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
- h. "CONTRACT" shall mean the Agreement between the Employer and the Contractor for the execution of the work including therein all contract documents.
- i. "COMPLETION CERTIFICATE" shall mean the certificate to be issued by the Consultant when the works have been completed entirely in accordance with contract document to his/her satisfaction.
- j. "DEFECT LIABILITY PERIOD" in relation to a work means the specified period from the date of completion certificate up to the date of issue of final certificate during which the Contractor stands responsible for rectifying all defects that may appear in the works executed by the Contractor in pursuance of the contract and includes warranties against manufacturing/fabrication/ erection/construction defects covering all materials plants, equipment, components, and the like supplied by the Contractor, works executed against workmanship defects.

- A. General**
- 1. Scope of Works** The Employer invites bids for the consulting service for interior design service for upcoming branch construction, relocation and renovation at various locations within Nepal.
The Client intends to hire project consultant having good experience in interior designing, BoQ preparation, supervision and monitoring of project site for its upcoming projects. Following are the list of jobs that falls under the scope of service provider:
- I. Site visits for measurement and conceptualization
 - II. Preparation of detailed layout designs, drawings
 - III. Preparation of Bill of Quantities and cost estimation
 - IV. Preparation of bidding documents
 - V. Assist in selection of Contractor and contract management
 - VI. Site visits for inspection & monitoring of project(s) to check quality of the jobs done
 - VII. Regular consultation/advise on problems that may arise during the project period
 - VIII. Bill checking & recommendation for releasing of interim payments (running bill payment) to contractor(s)
 - IX. Final measurement at site to check quantity & quality of the jobs done
 - X. Recommendation for releasing of final payment
 - XI. Tracking on projects until completion of rectification work.
 - XII. Proper Handover of branch after completion of work.
- 2. Eligible Bidder** This Invitation for Bids is open to all registered Bidders with qualifications as described in the Bidding Data.
- 3. One Bid per Bidder** Each Bidder shall submit only one bid. A Bidder who submits or participates in more than one bid shall cause all the proposals with the Bidder's participation to be disqualified.
- 4. Cost of Bidding** The Bidder shall bear all costs associated with the preparation and submission of its bid and the Employer shall in no case be liable for those costs.
- 5. Site Visit** The Bidder at its own cost, responsibility and risk may visit the site of the works and acquire all necessary information for preparing the bid and entering into a contract for construction of the work.
- B. Bidding Documents**
- 6. Content of Bidding Documents** The Bidding Documents comprise the documents listed below:
Section
- I. Invitation for Bids
 - II. Instructions to Bidders. (Attached Section G. Bid Data Sheet)
 - III. Document requirements. (Attached Section H. Bid Documents)
- 7. Clarification of Bidding Documents** A prospective Bidder may request clarification on the bidding documents in writing and the Employer shall respond to such request. Copies of the response shall be forwarded to all the purchasers of the bidding documents.

- C. **Preparation of Bids**
8. **Language of Bid** All documents relating to the bid shall be in English.
9. **Documents Comprising Bid** The bid by the Bidder shall comprise the following:

Envelope 1: Technical Proposal

The Technical Proposal comprising of duly self-attested documents as specified in the "Bid Documents", including duly attested copies of valid registration, PAN and VAT certificates, tax paid certificates for the last three years, should be submitted in a sealed envelope marked "**Technical Proposal for consulting service for branch design as various location**" along with the following:

- a. Valid copies of Firm/Company Registration Certificate
- b. Valid copies of PAN/VAT Registration Certificates
- c. Power of Attorney/company's decision for signing the bid documents & contract
- d. Letter of Bid (standard document) – Technical Proposal
- e. Work experience Certificates
- f. Self-attested copies of Tax Paid Certificate (last 3 years)
- g. The entire original bid documents duly endorsed (signed and stamped)
- h. Work schedule for the period mentioned in the Special Condition of Contract
- i. Details of proposed technical team for the project (TTP)
- j. Signed CV of proposed personnel with letter of commitment
- k. List of ongoing projects (LOP-1)

Envelop 2: Financial Proposal

The Financial Proposal comprising documents mentioned below (a-c) specified in the "Bid Documents" should be submitted in a separate sealed envelope marked "**Financial Proposal for consulting service for branch design at various location**"

- a. Letter of Bid (standard document) – Financial Proposal

Note: All pages of the bid must bear official stamp of the bidder and must be signed by authorized person of the bidder.

Main Envelop:

The sealed envelopes containing the Technical and Financial Bids should be enclosed and sealed in a Third envelope and marked "**BID FOR consulting service for branch design at various location**". The Name, address and phone number of the bidder should be prominently mentioned on all the three envelopes

Failure to provide any of the above information shall lead to disqualification.

- 10. Bid Prices** The contract shall be for the whole works described in scope of works. The Bidder shall fill in rates and prices the works in Nepali Rupees. All duties, taxes and other levies payable by the consultant under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. The contract states the quantity and unit rates in Nepalese Rupees.
- 11. Bid Validity** The bid shall remain valid for the period specified in the Bidding Data Sheet.
- 12. Format and Signing of Bids** One original bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the Bidding Data and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature.
- D. Submission of Bids**
- 13. Sealing and Marking of Bids** These bids shall be placed in sealed envelopes. Both the sealed envelopes shall be placed in an outer envelope which shall also be sealed. The envelopes shall be addressed to the Employer at the address provided in the Bidding Data and bear the name and identification number of the contract.
- 14. Deadline for Submission of Bid** Bids shall be delivered to the Employer at the address no later than the time and date specified in the Bid Data Sheet.
- 15. KYV Submission and late Bids** All vendors, firms, or companies submitting their documents physically are required to mandatorily fill out the Know Your Vendor (KYV) form.
- Upon physical submission of documents, the vendor will receive an email containing the KYV link and a unique Registration (Darta) Number.
 - This registration number must be entered accurately in the KYV form.
 - Vendors are advised to carefully review the received email for correct details.
- Failure to submit the KYV form will result in automatic disqualification from the tender listing process. However, if the KYV form has already been submitted during the Suchi Darta process, vendors are not required to resubmit it. The previously submitted KYV will be considered valid for this tender.
- Any bid received by the Employer after the deadline shall not be accepted and shall be returned unopened to the Bidder.
- 16. Modification and Withdrawal of Bids** No bid may be modified after the deadline for submission of Bids. Once submitted, a Bid cannot be withdrawn after the deadline for submission of Bids and during the bid validity period.
- E. Bid Opening and Evaluation**
- 17. Bid Opening** The Employer shall open the Technical Bids in public at the address, on the date and time specified in the Bid data sheet in the presence of Bidders` designated representatives who choose to attend. The Price Bids will remain unopened and will be held in custody of the Employer until the specified time of their opening. If the Technical Bid and Price Bid are submitted together in one envelope, the Employer shall reject the entire Bid. The Employer shall prepare and provide minutes of the bid opening including the information disclosed to those present.

- 18. Process to be Confidential** Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.
- 19. Examination of Bids and Determination of Responsiveness**
- 19.1 Prior to the detailed evaluation of Bids, the Employer shall determine whether each bid (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed; (c) is substantially responsive to the requirements of the Bidding documents.
- 19.2 A substantially responsive bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the Bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- 19.3 If a bid is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 20. Correction of Errors**
- 20.1 Bids determined to be substantially responsive shall be checked by the Employer for any arithmetic errors. Errors shall be corrected by the Employer as follows:
1. a where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- 20.2 The amount stated in the bid shall be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the bid shall be rejected.
- 21. Evaluation and Comparison of Bids**
- Evaluation of bid will be carried out based on Technical Proposal and Financial Proposal of the Bidders. The bidders need to fulfill minimum technical criteria set in eligibility criteria to be eligible for opening and evaluation of financial proposal. The contract shall be awarded to the best bid after negotiation.
- 21.1 The Employer shall evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 21.
- 21.2 The Employer reserves the right to accept or reject any variation deviation or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the Bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in bid evaluation.

F.	Award of Contract
22. Award of Contract	<p>The Employer shall award the contract to the Bidder who has offered the best evaluated Bid, provided that such Bidder has been determined to be eligible in accordance with the provisions of Clause 2.</p> <p>22.1 NEGOTIATIONS</p> <p>The Employer shall have the rights to negotiate with the bidders.</p>
23. Employer's Right to Accept any Bid and to Reject any or all Bids	<p>The Employer reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
24. Advance Payment	<p>The Employer may provide 20% of total contract value as an advance amount in the starting of the project.</p>
25. Conduct of Bidders	<p>25.1 The Bidder shall be responsible to fulfil its obligations as per the requirement of the Contract Agreement, Bidding documents, Nepal Life Insurance financial guideline.</p> <p>25.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ul style="list-style-type: none">a) give or propose improper inducement directly or indirectly,b) distortion or misrepresentation of factsc) engaging or being involved in corrupt or fraudulent practiced) interference in participation of other prospective bidders.e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Employer the benefit of open competitive bid price.g) contacting the Employer with an intention to influence the Employer with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
26. Blacklisting Bidder	<p>26.1 Without prejudice to any other right of the Employer under this Contract, Nepal Life Insurance Co. Ltd may blacklist a bidder for its conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none">a) if it is proved that the bidder committed acts pursuant to the Sub - Clause 25.1,b) if the bidder fails to sign an agreement pursuant to Sub - Clause 22,c) if it is proved later that the bidder/contractor had committed substantial defect in implementation of the contract or had not substantially fulfilled its obligations under the contract or the completed work is not of the specified quality as per the contract ,d) if convicted by a court of law in a criminal offence which

- disqualifies the bidder from participating in the contract.
- e) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,
- f) other acts mentioned in the Bid Data Sheet.

G. Bid Data Sheet

A. General

Instruction to Bidders Clause References	
ITB 1	<p>The Employer is: NEPAL LIFE INSURANCE</p> <p>The Scope of Work:</p> <p>The Client intends to hire project consultant having good experience in interior designing, BoQ preparation, supervision and monitoring of project site for its upcoming projects. Following are the list of jobs that falls under the scope of service provider:</p> <ol style="list-style-type: none"> 1. Site visits for measurement and conceptualization 2. Preparation of detailed layout designs, drawings 3. Preparation of Bill of Quantities and cost estimation 4. Preparation of bidding documents 5. Assist in selection of contractor and contract management. 6. Site visits for inspection & monitoring of project(s) to check quality of the jobs done 7. Regular consultation/advise on problems that may arise during the project period 8. Bill checking & recommendation for releasing of interim payments (running bill payment) to contractor(s), if any 9. Final measurement at site to check quantity & quality of the jobs done 10. Recommendation for releasing of final payment 11. Tracking on projects until completion of rectification works.
ITB 2	<p><u>Bidder's Eligibility Requirement:</u></p> <ol style="list-style-type: none"> 1. The Service Provider/Consultant shall be an individual architect, proprietorship firm, partnership firm, or company registered under the Company Act 2063/2053 and registration should be legally valid/renewed till date. 2. Service Provider should be in operation for at least 5 years 3. Service Provider should have completed at least 10 branch design projects of Insurance Company or bank/financial institutions or other reputed organization within last five years. The Service Provider should have handled at least two projects outside Kathmandu valley and two in remote areas of Nepal. 4. The bidder shall have achieved an annual turnover of at least NPR 50 million in each of the last three years. 5. Business registration in local authority 6. Joint venture is not applicable. 7. A Bidder shall not have a conflict of interest. A Bidder found to have a conflict of interest shall be disqualified.

B. Bidding Documents

ITB 3	<p>Employer's address for clarification purposes is:</p> <p>NEPAL LIFE INSURANCE COMPANY LIMITED, KAMALADI, KATHMANDU, NEPAL</p> <p>Requests for clarification should be received by the Employer no later than: 7th day from date of first publication.</p>
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C. Preparation of Bids

ITB 4	The language of the bid is: English
ITB 5	The bid validity period shall be mentioned by bidder .
ITB 6	The written confirmation of authorization to sign on behalf of the Bidder shall indicate: (a) The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a Power of Attorney; and (b) JV not allowed

D. Submission of Bids

ITB 7	No pre-bid meeting will be held.
ITB 8	The Employer's address for bid submission purposes is: Nepal Life Insurance Company Limited, Kamaladi, Kathmandu The deadline for bid submission is: Date: 15 th day from the date of first publication. Time: 5:00 pm

E. Bid Opening and Evaluation

ITB 9	The bid opening shall take place at: Address: Date: 16 th day from the date of first publication. Time: 11:00pm
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F. Award of Contract

ITB 10	The Advance Payment amount shall be: 20% of Contract amount against bank guarantee
ITB 11	The adjudicator shall be appointed when required acceptable to both bidder and employer.

H. Bid Documents:

2. Document requirements:

2.1 The service provider shall furnish following details:

Sl. No.	Criteria	Purpose	Compliance requirement/ attachments	Related Forms
1	Work experience	Demonstrate the ability of the service provider to execute project works	Documents to support completion of at least 10 branch design projects of Insurance Company or bank/financial institutions or other reputed organization within last five years. The Service Provider should have handled at least two projects outside Kathmandu valley and two in remote areas of Nepal.	Form: EXP-1 – Schedule A
2	Key personnel proposed	Demonstrates minimum requirements for key proposed personnel	Documents to support minimum requirements and CV	Forms: TTP – 1 and PER-2 – Schedule B
3	List of Ongoing Projects	Demonstrate the current soundness of the service provider in terms of Consultancy Services	Submission of Client's name and address (along with a letter of intent or acceptance)	Form: LOP-1 – Schedule C

2.2 No joint ventures company shall be qualified for application

2.3 Required minimum experience of the proposed personnel from the consultant service. (Negotiable)

Sl. No.	Position of Deployment	Minimum Required Number	Minimum Qualification
1	Architect	1	Bachelors in Architecture
2	Architect/ Interior Designer	1	Bachelors in Architecture /Interior Design
3	Civil Engineer	1	Bachelors in Civil Engineering
5	Electrical Engineer	1	Bachelors in Electrical Engineering
6	Water supply/sanitary Engineer	1	Bachelors in Civil Engineering
7	HVAC Engineer	1	Bachelors in Mechanical Engineering

2.4 The service provider shall submit company profile with the list of personnel designated for this particular project including their signed brief bio-data (in the format specified in the proposal document) attached with letter of commitment. The proposed technical team must have substantial work experience in the related field. The service provider shall ensure continuity and availability of the proposed personnel throughout the project period, including during the repair and maintenance period after handover. In the event of resignation, replacement, vacancy, unavailability, or any other circumstance affecting deployment, the service provider shall immediately provide qualified replacement personnel of equivalent or higher competency, subject to approval by the Client, without causing disruption to the project execution, repair, or maintenance services.

APPENDIX A: SCOPE OF SERVICES

The general scope of consulting services to be provided by Consultant under this Contract for new facilities & renovation of existing facilities shall be as follows:

- Formulation of the spatial requirements of the building considering Nepal life Insurance Company's functional requirements.
- Finalization of the basic architectural and interior layout in consultation with the Nepal Life Insurance.
- Detailed Interior design and detailing.
- Detailed electrical drawings
- Detailed HVAC Drawings.
- Detailed water supply, sanitary and drainage systems drawings
- Detailed communication network drawings
- Detailed security systems drawings
- Preparation of bill of quantities.
- Preparation of tender and contract documents.
- Preparation of construction schedule.
- Assist the Client in engaging contractors.
- Supervision of the construction work.
- Quality control.
- Checking of Contractor's bills.
- Periodical reporting of the progress of the design and construction work to the Client.
- Preparation of a project report upon completion.
- Proper handover of branch after completion of works.

APPENDIX B: SERVICE FEE

For the consulting services described in *Appendix A*, the Client shall pay to the Consultant service fee listed here under:

S. NO.	DETAILS	KATHMANDU VALLEY	OUTSIDE VALLEY	REMOTE LOCATIONS
, 1.	Design Fee for Detailed Design, Estimate, BOQ, Supervision and final bill verification supervision (as per scope of services)			
1.1	Fee for Existing branch documentation- as built drawings, photographs, information as stated in design guideline.			


Note:

1. The above fee is inclusive of VAT.

Schedule of Payment

The service fee shall be paid according to the schedule mentioned hereunder:

S. NO.	INSTALLMENT	AMOUNT AND SCHEDULE
1.	New Facilities & Renovation of Existing Facilities	
	1. Mobilization Advance	20% of the service fee
	2. After submission of detailed design	20% of the service fee
	4. During construction phase	20% of the service fee.
		40% of the service fee and shall be paid after 15 days and after completion of the work and handover of the branch.



SECTION III: PROPOSAL FORMS

TABLE OF STANDARD FORMS

1. Letter of Proposal

Letter of Proposal

[Letterhead of the service provider]

[date]

Title of Contract: Consultancy Services for Interior Design, Supervision, Bill verification and Final Handover of Branch.

To: ***The General Administration & Project Department,***
<CLIENT'S NAME>
<CLIENT'S ADDRESS>

Having examined the Request for Proposal Documents, we hereby submit proposal for the execution of Consultancy Service in accordance with the conditions of contract accompanying this document.

This Proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Proposal you receive.

We hereby confirm that this Proposal complies with the validity and as required by this Documents.

Authorized Signature: _____

Name and Title of Signatory: _____

SECTION IV: PROPOSAL FORMAT

- SCHEDULE A. Work Experience
- SCHEDULE B. Work force for the Project
- SCHEDULE C. List of Ongoing Projects
- SCHEDULE D. Work Schedule
- SCHEDULE E. Turnover

SCHEDULE A: Work Experience

Form: EXP-1

CONSULTANCY SERVICE – FOR PROVINCAL/BRANCH PROJECTS ONLY						
S.N.	NAME OF INSTITUTION	LOCATION	AREA IN SQ.FT.	SERVICE START DATE	SERVICE COMPLETION DATE	NUMBER OF STAFFS DEPUTED
Service-1						
Service-2						
Service-3						
Service-4						
Service-5						
Service-6						
Service-N						

Note:

1. It is mandatory to fill work experience in prescribed format only.
2. Mention work experience of related works only.
3. Submit letter from the respective institutions.

SCHEDULE B: TECHNICAL TEAM PROPOSED

Forms: TTP-1

Sl.	Name or Proposed Personnel	Designation	Qualification	Years of Experience with the service provider	Total years of experience in related field
1.					
2.					
3.					
4.					
5.					
6.					
8.					

Note:

- The CVs for each of the proposed personnel are to be attached mandatorily. The CVs should bear signature of the proposed personnel agreeing to commit themselves for the project during the proposed timeframe or shall bear sign and seal from the company.
- Alteration of technical team will not be acceptable.

Name of client
Request for Proposal

CV of Proposed Personnel

Forms: PER-2

Name of Firm / Company

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone/Mobile	Contact (manager / personnel officer)
	Fax	E-mail
	Job title	Years with present employer

Summarize professional experience. Indicate particular technical and managerial experience relevant to the proposed consultancy service.

From	To	Company / Project / Position / Relevant technical and management experience

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience and that I agree to commit for the project during the proposed timeframe if the contract is awarded to this firm / company.

 Signature of the staff member

 Date

Name of client
Request for Proposal

SCHEDULE C: List of Ongoing Project

Service provider should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate is yet to be issued.

Form: LOP-1

Name of contract	Employer, contact address/ Tel / Fax	Contract expiry date
1.		
2.		
3.		
4.		
5.		
etc.		

Name of client
Request for Proposal

SCHEDULE D: Activity (Work) Schedule

Field investigation and design activity.

Form: ACT-1

S.No	Activity	[1st, 2nd, etc. are weeks from the start of assignment.]														
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	...	
1.	Activity 1															
2.																
3.																
4.																
5.																
etc.																

SCHEDULE E: Turnover

Service provider should provide information on their turnover of last five year along with tax paid certificates.

Form: TO-1

S.No	Fiscal Year	Turnover (NPR)
1.		
2.		
3.		
4.		
5.		
etc.		

Name of client
Request for Proposal

SECTION V: STANDARD FORM FOR FINANCIAL PROPOSAL

Form No. 1

Financial Proposal for Consultancy Service

(To be printed in the letterhead of the service provider)

The service provider shall fill in and submit this form with the Proposal.

[date]

Subject: Letter of Financial Proposal for Consultancy Services for Branch design, Supervision and Bill verification

To: <CLIENT'S NAME>,
General Administration,
<CLIENT'S ADDRESS>, Nepal.

Having examined the RFP documents we offer to execute the Consultancy Services for your future projects in accordance with the terms/conditions accompanying this proposal for the cost proposed as under:

S. NO.	DETAILS	CONSULTING FEE WITH VAT FOR		
		KATHMANDU VALLEY	OUTSIDE VALLEY	REMOTE LOCATIONS
1.	Design Fee for Detailed Design, Estimate, BOQ, Supervision and final bill verification supervision (as per scope of services)			
2	Fee for Existing branch documentation- as built drawings, photographs, information as stated in design guideline.			

*The cost of travelling, lodging and fooding shall be included above in fees.

This proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any proposal you receive.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____