

विगु गाउँपालिका  
Bigu Rural Municipality  
गाउँ कार्यपालिकाको कार्यालय

Office of the Rural Municipal Executive

लाडुक, दोलखा  
Laduk, Dolakha  
बागमती प्रदेश, नेपाल  
Bagmati Province, Nepal

पत्र संख्या/Ref. No:-

चलानी नं./Dispatch No:- 1813



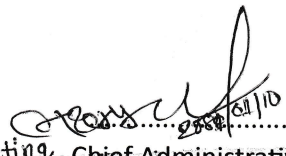
मिति/Date: -2081/01/10

**Subject: - Notice for the procurement of Architectural design and monitoring services**

Bigu Rural Municipality is seeking proposals from qualified architectural and engineering firms and Construction monitoring service for various construction sites within Bigu Rural Municipality.

Key details of the procurement process are as follows:

1. **Scope of Work:** The selected architectural firm will be responsible for providing comprehensive architectural design services, including but not limited to conceptual design, schematic design. The design should be in such a way that many employees can work in a limited space. The design should adhere to NBC. Similarly, the selected firm responsible for monitoring of civil works should submit their report mainly focused on problems and their required solutions.
2. **Eligibility Criteria:** Both architectural firms and civil works monitoring firms with a proven track record of successful projects in relevant areas are invited to submit proposals. The firm must be duly registered and licensed. The technicians involved must have 5 years of working experience on design / Supervision of Buildings.
3. **Submission Guidelines:** During submission, Architectural firms should provide rate according to floor, plinth area and complete work and Construction monitoring service firms should provide rate on daily basis. Interested firms may get soft copy and hard copy of RFP and ToR by submitting an amount of Nrs 500 in Internal Revenue account [06701400250009] Bigu Rural Municipality. Interested firms are requested to submit their proposals by 2081/01/17.
4. **Evaluation Criteria:** Proposals will be evaluated based on criteria such as the firm's experience and qualifications, proposed approach to the project, creativity and innovation, understanding of project requirements, proposed timeline and budget, and past performance on similar projects.
5. **Contact Information:** For RFP and ToR and on any clarifications regarding the procurement process Consultant can contact to Bigu Rural Municipality at bigumun@gmail.com , Dev Brat sah[9840378571] with written application prior submission of hard copy of the application to municipality Executive office within office hour.
6. Bigu R.M reserves the right to accept or reject any proposal and to annul the procurement process at any time prior to the award of contract, without incurring any liability to the affected firms.

  
Acting Chief Administrative Officer  
**Acting Chief  
Administrative Officer**