



NON-RESIDENT NEPALI ASSOCIATION (NRNA) TECHNICAL CONSULTANT

Terms of Reference

1. Background:

NRNA is a not for profit, social organization established to promote and protect the interest of Nepali Diaspora and Nepalis living across the world officially registered under Foreign Ministry of Nepal and headquartered at Kathmandu, Nepal. Detailed information on NRNA is available at www.nrna.org.np.

2. Need:

NRNA seeks the need of technical consultation time and again for its regular jobs at secretariat as well as executing different projects of different scale across the Nepal. Basically, the Technical consultant will have to assess different technical need and requirements at the NRNA Secretariat as well as of the projects initiated by NRNA and recommend the best solution based on the technical assessments which will help the core team of NRNA and Secretariat to take the right decision. The Technical consultant will have to moreover provide expertise technical consultation on need basis which will support the management to function more efficiently.

3. Scope of Work:

The scope of work of technical consultant are defined as below:

- Provide all kind of engineering consultancies and support
- Carry out technical analysis of any project or tasks
- Prepare technical documents (BOQ, Bidding, Tenders, Reports, Mapping or any such relevant documentations) of any job or project
- Design Technical planning of any task and project
- Conduct technical research and surveys
- Supervise the project and tasks in terms of technical aspect
- Cost estimation and budgeting of the projects and jobs
- Sketch Architectural drawings and layouts, mapping of the projects
- Prepare Technical specification of the products and projects
- Prepare detailed technical report along with recommendation and submit to the NRNA on need basis.
- Other works as assigned by the management

4. Time frame:

The Technical consultant will be assigned contract up to 12 months. The contract will be renewed as per the need.

5. Requirements:

- Letter of interest
- Company Profile along with the detailed CVs of the Technical Team
- Financial Proposal clearly mentioning the service charges (As of the Annex)
- Minimum 5 years' experience in Technical Sector and handling similar nature of project
- A copy Company registration, Tax clearance certificate, VAT certificate

Interested firm and institution should send their RFP on or before 7 November 2022 at procurement@nrna.org

**NRNA TECHNICAL CONSULTANT
SERVICE QUOTATION**

SN	Tasks	Rate Per hour (NPR)				Remarks
		Per hour	Daily	Monthly	Yearly	
1.	Consultancy for Electrical works including Lifts; Telecommunication at Secretariat Building					
2.	Consultancy for Structural and Architectural works at Secretariat Building					
3.	Consultancy for Plumbing and water Boring services					
4.	Document Preparation and Cost Estimation like BOQ, tenders documents					
5.	Architectural Documents and Maps and Designing					
6.	Supervision of the Projects and regular sites					
7.	Annual Repair and Maintenances of all sort of engineering facilities like electrical, mechanical, civil, architectural, hydraulic, auto mobiles (If any)					

Note:

- *The services are not limited to above list, if you feel there are other aspects, feel free to list out with cost.*
- *Provide rates based on any suitable parameter like hourly, daily, weekly, monthly or yearly.*