

Terms of Reference (TOR)
for
Preparation of BOQ and tendering
Project: Academic Building (Fourth Floor)
AMDA Institute of Health Science, Damak, Jhapa

1. Background

AMDA Institute of Health Science, Damak is expanding its academic building by constructing an additional fourth floor on its existing academic building in Damak, Jhapa. For proper budgeting, procurement, and execution, a detailed and accurate Bill of Quantities (BOQ) is required.

2. Objective

The main objective of this TOR is to engage a qualified consultant/engineer to:

- Prepare a comprehensive, itemized BOQ
- Ensure accuracy in quantities, specifications, and cost estimates
- Support tendering, tender evaluation and agreement.

3. Scope of Work

- The consultant shall perform, but not be limited to, the following tasks.

3.1 Review of documents

- Architectural drawings
- Structural drawings
- Electrical and mechanical drawings

3.2 Site assessment: Conduct site visit(s) to understand;

- Existing structure condition
- Accessibility for materials and labor
- Constraints related to vertical expansion

3.3 Quantity Take-off: Detailed measurement of all construction components;

- Civil works (RCC, brickwork, plastering, flooring, finishing, etc.)
- Structural components (columns, beams, slab, reinforcement)
- Electrical works (wiring, fixtures, panels)
- Plumbing and sanitary works
- HVAC/ventilation (if applicable)

3.4 BOQ Preparation

- Preparation of BOQ using standard formats (e.g., GoN/PPMO formats where applicable)
- Proper item descriptions, units, and quantities

Inclusion of:

- Material specifications
- Labor components
- Equipment requirements

3.5 Cost Estimation

A. Rate analysis based on:

- Current market rates
- Government norms where applicable

B. Preparation of:

- Abstract cost summary
- Unit rate analysis

3.6 Verification & Validation

- Cross-checking quantities with drawings



- Avoid duplication or omission of items
 - Ensure compatibility with structural design loads
- 3.7 Tendering (notice, selection and agreement)
- Prepare tender documents and notice
 - Attend and facilitate pre-bid meeting
 - Attend tender opening
 - Tender evaluation (eligibility, technical evaluation and financial evaluation)
 - Prepare agreements
 - Assist procurement committee for the signing of agreement
- 3.8 Technical assistant
- Review technical queries and/or modification claim during the construction phase.

4. Deliverables

The consultant shall submit:

Package A:

- a. Detailed BOQ (soft & hard copy)
- b. Engineer's Cost Estimate
- c. Rate Analysis Sheet
- d. Measurement Sheets (Take-off Sheets)
- e. Summary of Cost
- f. Assumptions and Notes

All documents must be submitted in:

- Excel format (editable)
- PDF format (signed copy)

Package B:

- Tender documents
- Tender evaluation reports
- Agreements

Package C:

- Note for file with report on technical queries and/or modification claim during the construction phase.
- Errors correction as required.
- Site inspection to verify completion of entire work and final payment claims.

5. Duration

- BoQ preparation within 15 days from the date of agreement, tender evaluation within 15 days from the date of opening. Response on technical queries within 2 days.

6. Required Qualifications

The consultant/firm must have:

- Valid license of civil engineering works.
- Experience in BOQ preparation for multi-storey buildings

Knowledge of:

- Nepal Building Code (NBC)
- PPMO norms and standards
- Proficiency in AutoCAD and Excel (BOQ preparation)

7. Reporting and Coordination

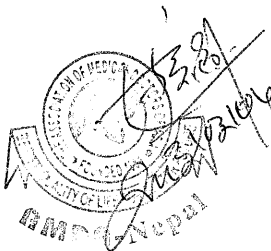
The consultant shall report to:

- Project Coordinator / Management of AMDA Institute

Regular coordination with:



- Municipal authorities and engineer/architect
- 8. Payment Terms:** Payment shall be made:
- Milestone based payment. 30% payment after completion of each package A, 40% payment after the completion of package B, and remaining 30% after the project completion report.
- 9. Quality Assurance:** All quantities must be:
- Accurate and verifiable
 - Based on standard measurement methods
- Note:** Errors and omissions must be corrected by the consultant at no extra cost.
- 10. Confidentiality.**
- All project documents, drawings, and BOQ data shall remain confidential and must not be shared without client approval.
- 11. Approval Authority:** The final BOQ will be approved by:
- Management of AMDA Institute of Health Science
 - Relevant technical authority (if applicable)
- 12. Additional Notes**
- Any missing details in drawings should be clarified with the client before finalizing BOQ.
 - Provisions for contingencies (typically less than 5%) may be included where appropriate.
 - Consultant will be provided travel/transportation and daily subsistence allowance for the site visit at Damak.



AMDA Nepal
Gokarneshwor 6, Jorpati, Kathmandu
Phone: +977-1-4910235
E-mail: procurement.co@amda.org.np