

# Terms of Reference

## for

### “Design review of City Hall at Thimphu, Bhutan”

<b>Project:</b>	Sustainable Energy Transition (SET) South Asia
<b>Location:</b>	Thimphu, Bhutan
<b>Type of Contract:</b>	Independent consultants or Firms
<b>Application Deadline:</b>	20 <sup>th</sup> February 2024
<b>Indicative Starting Date:</b>	8 <sup>th</sup> March 2024
<b>Envisaged Duration of Contract:</b>	<ul style="list-style-type: none"> <li>• Task A- 4 months</li> <li>• Task B- 2 site visits within stipulated timeline (Further details in section 2.3 and 2.4)</li> </ul>

## **1. Introduction**

### **1.1 Background**

ICLEI – Local Governments for Sustainability (ICLEI) is a global network association of more than 2,500 cities, towns and regions committed to building a sustainable future. By helping our members to make their cities sustainable, low-carbon, resilient, bio-diverse, resource-efficient, healthy, and happy, with a green economy and smart infrastructure, we impact over 20% of the global population.

ICLEI – Local Governments for Sustainability, South Asia (ICLEI South Asia) is a not-for-profit organization located in Delhi and is operational in India since 2005. In South Asia, the organization has provided technical support and assistance to local governments from countries including India, Bangladesh, Malaysia, Sri Lanka, Nepal, and Bhutan on sustainable development, renewable energy and energy efficiency measures, climate mitigation and adaptation, urban transport initiatives, among others.

ICLEI South Asia is leading implementation of the project, "SET South Asia: Sustainable Energy Transition in South Asia," in five selected cities, as part of the USAID's South Asia Regional Energy Partnership (SAREP) program, through funding support from USAID. The SET South Asia project's implementation is being supported by ICLEI World Secretariat, ICLEI USA and TruBoard Partners.

The five selected project cities in South Asia are: Ahmedabad and Gurugram - India, Kathmandu - Nepal, Dhaka - Bangladesh and Thimphu - Bhutan. The project aims to support local governments in achieving ambitious climate and energy targets and improving their energy resilience by enabling a Sustainable Energy Transition (SET) at the local level.

### **1.2 Assignment Overview**

Thimphu, as a deep-dive city in the SET South Asia project, is receiving technical assistance from the project in preparation of a city-wide SET roadmap, and towards SET specific pilot and bankable projects.

Development of Net Zero Buildings has been identified as an opportunity for the pilot project intervention in Thimphu under the SET South Asia project. To integrate and demonstrate low-carbon and net-zero measures in Thimphu's public buildings is of particular interest, to help reduce GHG emissions throughout the building lifecycle and advance wider adoption of such measures in the city's building stock.

In this regard, ICLEI South Asia is publishing these Terms of Reference (ToR) to hire a suitable firm/consultant for carrying out a review and assessment of the building design of the upcoming new City Hall owned by Thimphu Thromde (Thimphu Local Government Office), and identify and integrate solutions to ensure that it meets high standards of energy efficiency and sustainability overall. The detailed scope of work is described in the section 2 below.

## **2 Description of Services**

### **2.1 Scope of Work**

#### **Task I: Technical Evaluation of new City Hall Building design and specifications**

The proposed City Hall Building will be designed and built to serve as the main office building of the Thimphu Thromde (i.e. the municipal government of Thimphu). At present, initial layouts and designs have been prepared by a local firm.

The task under this ToR includes evaluation of building designs and technical specifications of the upcoming City Hall Building, considering aspects such as site planning, envelope design, openings, materials, mechanical, electrical and plumbing components (MEP) landscape, among others; to achieve optimum thermal and visual comfort for occupants with maximum building energy performance. The overall aim is of achieving green and net-zero building status, to the highest standard possible, for Thimphu's City Hall.

The proposed City Hall Building details are summarized below:

- Building type: Thimphu Thromde's administration (office) building along with community and conference hall
- Location: Changangkha, Thimphu
- Built-up area (approx.): 6680 sq. m.
- Plot area (approx.): 10,272 sq. m.
- Total floors (approx.): 5 floors

The design review analysis, identification of areas for improvement and recommendations should include the following areas, at minimum.

#### **List of recommendation areas expected:**

##### **● Climate Responsive Building design**

Review all available building design and specifications documents (including architectural and engineering designs) as relevant for the Thimphu City Hall. The objective is to conduct a detailed assessment of the building plans and design specifications to identify and establish areas and opportunities for improvement with regard to the comfort level of the occupants (thermal and visual) and energy efficiency opportunities for the City Hall. The consultant(s) shall consider following aspects at minimum:

- Siting and Orientation of the building, particularly for high solar accessibility and to minimize the effects of winter wind turbulence upon the envelope
- Site conservation measures to optimize green-blue spaces
- Shading features of the building envelope
- Fenestrations and associated leakages
- Natural Ventilation
- U - factor of wall (Overall Thermal Transfer Value (OTTV) and Roof Thermal Transfer Value (RTTV))
- Roof treatment and Heat Island Effect
- Solar Heat Gain Coefficient (SHGC) and Visible Light Transmittance (VLT) of windows
- Building materials particularly to insulate the building and to also absorb solar gains to heat the building

##### **● Energy Efficiency Integration:**

The consultant(s) shall assess the designs and specifications to provide recommendations for energy saving through passive and active measures covering entire building premises (indoor and outdoor). Cost benefit analysis shall also be provided in terms of energy saving potential and associated costs of recommended design/technology changes comparing with existing specifications. The consultant(s) shall consider following aspects at minimum:

- Efficient technologies and appliances, such as smart HVAC systems, LED lighting, and automated energy management systems
- Passive design strategies to enhance natural lighting and ventilation, reducing reliance on artificial systems, aligned with the concept of passive solar design (proposed in Green Building Design Guidelines)
- Assess the potential for implementing an energy-efficient building envelope designed to minimize heat loss and gain. Given Thimphu's climate, where temperature control is critical, this strategy aims to enhance thermal performance and significantly reduce overall heating requirements.
- Incorporate green roof solutions to enhance insulation and reduce heat transfer

- **On-site renewable energy generation and energy management:**

To minimize energy consumption in the building operation phase, consultant(s) shall provide recommendations for on-site renewable energy generation considering following aspects at minimum:

- Assess the feasibility of implementing solar applications ranging from heating of hot water (if relevant) to solar PV systems for on-site energy generation
- Explore requirements for energy storage solutions to ensure resilience and continuity in energy supply
- Integrate smart building systems for real-time monitoring and control, optimizing energy consumption and contributing to the overall net-zero goal

- **Water, solid waste and waste water management measures:**

- Implement water-efficient fixtures, such as low-flow faucets and dual-flush toilets
- Explore rainwater harvesting systems to supplement non-potable water needs
- Integrate smart irrigation systems for landscaping to optimize water usage
- Solid waste management measures
- Wastewater treatment and reuse (as applicable for scale of building)

- **Sustainable Material Selection:**

The consultant(s) shall identify opportunities for reducing building embodied energy by considering following aspects:

- Prioritize the use of locally sourced, recycled, and low-emission materials. Consider providing appropriate material specifications following relevant safety compliances for structural and non-structural building elements.
- Explore innovative materials with enhanced insulation properties to reduce the building's overall energy demand
- Measures to reduce construction waste and water consumption

- **Demolition and deconstruction of buildings**

Considering the opportunities of reducing end-of-life energy and GHG emissions, consultant(s) shall provide recommendations on construction and demolition techniques. Following aspects can be considered.

- Include conditions for sustainable and efficient building demolition and demolition waste management, including repurposing or recycling demolition waste
- Include criteria for systematic deconstruction of buildings to help salvage building parts and components as possible

- **Inclusive Design**

It is essential that the Thimphu City Hall provides required access, occupancy, and facilities to all occupants with different gender, age group and physical abilities. Therefore, the consultant(s) shall provide such recommendations in the building design to ensure the desired inclusivity.

- Ensure integration of appropriate building design features (indoor and outdoor spaces), amenities and facilities considering gender, universal access and inclusivity aspects
- Occupant well-being facilities and measures, including indoor air quality measures
- Construction worker health, safety, well-being and inclusivity measures

- **Advice for green building certification:** Consultant to advise Thimphu Thromde on the steps for obtaining the green building certification through appropriate green/ sustainable building certification standards based on the recommended design and energy efficiency improvement measures.

**Note:**

It is to be noted that the architectural plans of the project are ready and the detailed building design, engineering drawings, layout plans and specifications of the city hall building will be shared with the selected consultant(s) at the time of commencement and over the course of the assignment.

ICLEI South Asia along with support from Thimphu Thromde will facilitate and liaison for information sharing and coordination during the TASK I and II.

## 2.2 Task II: Project Supervision

The consultant(s)/technical expert(s) is expected to provide supervisory services during the finalization of designs and bill of materials (layout plans, specifications, BoQ), and construction of the city hall building. ICLEI South Asia and Thimphu Thromde will draw on the consultant's guiding oversight support to ensure that the recommendations produced during the design review stage are being incorporated during the project implementation, in agreement with the Thimphu Thromde.

## 2.3 Deliverables

### Task I- Project Report:

The consultant(s) should come out with a comprehensive final report containing a description of the methodology employed, feedback from the technical design evaluation process, modified design drawings and revised BoQs, outcomes of building energy modelling and simulation reports of proposed strategies and technologies, technical specifications and cost estimates based on agreements with the city officials.

The consultant is expected to conduct at-least one in-person meeting with city officials and concerned stakeholders at Thimphu during the design review stage of the Task I. ICLEI South Asia will support in scheduling and conducting the meetings.

**Task II- Project Supervision:**

The consultant is anticipated to conduct two visits to Thimphu, the schedule of which will be decided after the completion of Task I Task II deliverable includes the on-site oversight support after submission of the design review recommendations, to ensure their incorporation during project implementation (including detailed designs and construction as applicable, dependent on progress of construction).

The consultant shall provide inspection and progress report to validate that building design recommendations are incorporated in final design and are being implemented.

It is to be noted that Task II of project supervision will be dependent on progress of implementation on ground.

**2.4 Project Timeline**

No	Activity/Deliverable	Timeline
1	Publication of Terms of Reference on ICLEI South Asia Website	February 6, 2024
2	Last date of acceptance of proposals	February 20, 2024
3	Date of announcement of successful bidder	February 27, 2024
4	Issue of work order to winning bidder	March 5, 2024
<b>Task I Timeline</b>		
5	Completion and submission of draft version of Task I deliverables and scope of work	July 1, 2024
6	Completion and submission of final versions of Task I deliverables and scope of work	July 8, 2024
<b>Task II Timeline</b>		
7	Completion of all activities, submission of final documents and deliverables of Tasks II including the progress and inspection report (post addressal of all comments from ICLEI South Asia)	May 31, 2025

## 2.5 Payment Schedule

The fee is payable upon satisfactory completion and acceptance of the deliverables by ICLEI South Asia. Breakdown of deliverables and percentage is as follows:

- 40% of total work value on signing of work order.
- 20% of total work value on submission of draft documents and deliverables for Task I from Scope of Work
- 25% of total work value on submission of final documents and deliverables for Task I from Scope of Work incorporating the concluding suggestions from ICLEI South Asia and Thimphu Thromde.
- Remaining 15% of total work value upon satisfactory completion of remaining tasks and submission of final documents/reports related to Tasks II after incorporating all queries/ concerns raised by ICLEI South Asia and relevant departments of Thimphu Thromde.

## 2.6 Methodology and Notations

- The consultant(s) will report to ICLEI South Asia and will work closely with ICLEI personnel, and Thimphu Thromde representatives involved in the project. Project relevant communication with the consultant(s) will be done through ICLEI South Asia. The consultant(s) will attend a project briefing meeting organized by ICLEI South Asia with the concerned city officials and project partners in Thimphu city to collect inputs from the stakeholders and to resolve queries, if any, from either party.
- The selected consultant shall refer to relevant building development control regulations, codes, design approval guidelines and standards of Thimphu local government and refer to Bhutan Green Building Design Guidelines, 2014. Relevant national level building codes and guidelines promoting green building aspects shall be referred.
- For material, construction techniques, equipment, technology and appliance recommendations, the consultant shall include appropriate references for the respective items. Such references shall include manufacturer details, technical specifications, testing criteria, installation method (in case of materials and construction techniques) and O&M criteria. These references can be in the form of web hyperlinks and/or published literature. With regards to innovative building materials, specifications, and rates consultant(s) may refer to the public work department schedules, and relevant national level guidelines for their testing, safety and applications in the building envelope.
- For the purpose of the analysis and recommendations, the consultant shall undertake software simulations and assessments. Outcomes of such simulations shall be included in the final report highlighting modified designs with parametric changes, technical specifications of suggested materials and technologies, in concise manner to clearly demonstrate their benefits in terms of energy and costs. Detailed modified designs and software simulation reports can be added as annexures in the final report.
- The selected consultant shall consider factors such as geography, climate, feasibility and suitability of the recommendations for Thimphu city.

- For the purpose of clarity and ease of understanding, the consultant shall use graphical/pictorial visualizations wherever applicable in the final report.
- The SET South Asia project team will not provide any equipment or technical support in executing the assignment. It is expected that the consultant(s) will sufficiently resource himself/herself in carrying out the design evaluation work (where it shall be included in the Financial Proposal).

### **3 Bidders Eligibility Criteria and List of Required Documents**

#### **3.1 Bidder Eligibility Criteria**

Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:

##### **3.1.1 Professional Experience**

- Minimum 10 years of relevant professional experience in green, low-carbon and/or net-zero building projects. International experience will be considered an advantage.
- Minimum 10 years of experience in providing consulting services for EDGE/IGBC/GRIHA certification process for institutional/commercial buildings.
- Minimum 10 completed assignments involving review of RfPs, building designs, technical specifications and criteria for low carbon buildings and building energy performance in the last 5 financial years.
- Demonstrated experience in providing consultancy for government projects, provision of policy implementation support, development of policy tools and instruments for Government institutions in South Asia and working with government officials will be considered an advantage.
- Demonstrated experience in working with global development/multi-lateral organizations engaged with South Asian government institutions for implementing green building projects or relevant policy measures is desired. Demonstrated experience of working in Bhutan will be advantageous.

##### **3.1.2 Financial requirements**

- The bidder (if a firm) should possess valid, relevant legal documents for taxation and financial accounting purposes issued by authorized agencies (such as GST, TIN registration as relevant).
- The bidder must be registered with relevant Income tax department and should produce Latest Income Tax clearance certificate/income tax return details for last 3 financial years.

##### **3.1.3 Education Requirement**

The consultant/ Team lead (if a firm) should have a minimum of Bachelor's/Master's degree in Architecture or Engineering with minimum 10 years of experience in green or net-zero building design development projects.



### 3.1.4 Language Requirement

Proficient in English.

## 3.2 Documents to be Submitted by Participating Bidders

Interested individuals/firms must submit the following documents/information to demonstrate their qualifications:

### 3.2.1 Technical Proposal

The Technical proposal should provide the following information/ documents:

- a) Consultancy/ company profile (both independent consultants and firms are encouraged to apply)
- b) Bidder's experience on assignments of similar nature, the outline should indicate, inter alia, the profiles and names of the staff provided (if in case of a firm), duration of the assignment, contract amount, and firm's involvement.
- c) The bidder must possess written evidence in the form of Letter of intent/Work order/ project completion certificate issued by the client (any city/ state/ national/ international agency) for related consultancy. Documentary proof of working experience with development organizations and South Asian multi-lateral government institutions is encouraged.
- d) On-going consulting assignments can be submitted with detail of progress supported by suitable documents (E.g. copy of invoice or payment received till date or through certificate from the respective client).
- e) Detailed Approach and Methodology for undertaking the current Assignment.
- f) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- g) Against the list of proposed staff, details of tasks assigned to each staff as per his / her experience shall influence the evaluation
- h) All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in light of such an event.
- i) Each page of the CV must be signed in original by the authorized representative together with original or electronic signature of the key team member at the proposal stage. However, at the time of contract signing, original signatures of both authorized representative and the Key Personnel shall be required.
- j) The consultant shall assess required support personnel both technical and administrative to undertake the assignment. Additional support and administrative staff shall be provided as needed for the timely completion of the Assignment within the total estimated cost. **Consultant should provide breakup of time estimates of Key Personnel as well as support staff in the staffing schedule. It is stressed that the time for the assignment indicated in the TOR should be strictly adhered.**
- k) The Proposal/ bid documents must be duly signed by the authorized representative/

signatory on each page and stamped as detailed below. This shall not contain any alternative items or suggestions, comments, or conditions:

- l)** By the partner holding the Power of Attorney in case of a partnership firm / limited liability partnership (A certified copy of the Power of Attorney shall accompany the proposal)
  - i.** By the proprietor in case of a proprietary firm; by a duly authorized person holding the Power of Attorney or by a Board Resolution in case of a Limited Company or a corporation (A certified copy of the Power of Attorney/Board Resolution shall accompany the proposal)
  - ii.** By the authorized representative of the Member in Charge in case of Joint Venture / consortium (a certified copy of Board Resolution/Power of Attorney indicating the representative shall accompany the Proposal).

**Note:** Bidders shall also indicate how they will execute the project within the stipulated timelines and are welcome to include any previous experience on the same.

### **3.2.2 Financial Proposal**

The Financial proposal should provide the following information/ documents:

- a)** The consultant to provide all relevant documents including company's valid registration in India/outside India issued by concerned authorities. Documents shall prove the entity's legal ability and authorization to conduct the activities described in this ToR.
- b)** A Financial proposal including all manpower, equipment, software, travel, lodging and boarding, incidental costs as may be required, adequately addressing the manpower stated available for the project, as given in the technical proposal and to complete all the tasks mentioned in this ToR. A breakup of the budget items indicated above and by tasks listed in the ToR is required. For travel and on-site support, number of round-trips and pax along with approximate duration of stay to be added.
- c)** The Financial proposal shall be inclusive of all the costs including taxes associated with the assignment. For the purposes of evaluation, the financial proposal should be prepared in INR.
- d)** The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
- e)** In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
- f)** A copy of valid PAN Number and particulars of registration with GST in case of Indian consultant/firm. For entities outside India, relevant legal documents to be submitted

for taxation and accounting purposes.

- g)** Last 3 Financial Year's balance sheet (or as applicable), audited by certified Chartered Accountant.

**Please note:**

- The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.
- All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges
- All Technical and Financial proposals should be in English. Bidders are encouraged to visit the weblink with the ToR before submission of proposals.

*Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.*

**3.2.3 Proposal Submission**

- The Terms of Reference (ToR) shall be downloaded free of cost from the ICLEI South Asia website.
- The proposal document shall be submitted by bidders through email to the below mentioned email IDs on or before **20/02/2024**:

[nikhil.kolsepatil@iclei.org](mailto:nikhil.kolsepatil@iclei.org)

**Nikhil Kolsepatil, Senior Manager - Energy & Climate, ICLEI South Asia**

[shardul.venegurkar@iclei.org](mailto:shardul.venegurkar@iclei.org)

**Shardul Venegurkar, Assistant Manager - Energy & Climate, ICLEI South Asia**

- Contact for queries:  
**Shardul Venegurkar, Assistant Manager - Energy & Climate, ICLEI South Asia**  
[shardul.venegurkar@iclei.org](mailto:shardul.venegurkar@iclei.org); +91 -72762 93919

- The bidder shall also submit 1 set of hard copy of the proposal documents to the address as mentioned below:

**Soumya Chaturvedula, Deputy Director, ICLEI South Asia Secretariat,  
C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India.**

**Tel: +91 – 11 – 4974 7200 Fax: +91 - 11 - 4974 7201**

- The hard copy of proposal document shall reach to the above-mentioned address not later than **5 days** from the last date of submission of proposal, provided the proposal has been submitted through email before the due date of submission.

- The proposal shall be submitted in two parts, viz.
  - Part I: Technical Proposal
  - Part II: Financial Proposal
- The Envelopes submitted for the hard copies of the proposals: sealed and shall be super scribed as:
  - ***Technical bid for “Design review of Thimphu Thromde City Hall”***
  - ***Financial bid for “Design review of Thimphu Thromde City Hall”***
- The proposals shall be valid for a period of 60 days from the date of submission of proposal document.
- A bidder shall submit the proposal documents that satisfy every condition laid down in this ToR, failing which, the proposal will be liable to be rejected by ICLEI South Asia.
- In case the bidder wishes to sub-contract part of the deliverables, the final responsibility of delivery and performance solely lies with the bidder.

## **4 Contract Terms**

### **4.1 Specific conditions of contract**

Contractor to study conditions:

- The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, he/she will be given necessary information to the best of knowledge of ICLEI South Asia in consultation with but without any guarantee to it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. ICLEI South Asia will respond to queries until February **15**, 2024. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

### **4.2 General conditions of contract**

- The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR.
- The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal.
- It should be noted that the project is being implemented in Thimphu Thromde (Thimphu municipal corporation) jurisdiction area and hence instructions to bidders will be given by ICLEI South Asia in consultation with Thimphu Thromde officials. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work.
- The bidder shall also obtain necessary permission from concerned government

departments related to the work/data collection if deemed necessary and in coordination with Thimphu Thromde and ICLEI South Asia.

#### **4.3 Tender Evaluation & Bid Assessment**

- The proposals received will be scrutinized & evaluated by ICLEI South Asia in consultation with senior city officials from Thimphu Thromde involved in the execution of project. The decision shall be informed to the winning bidder.
- Bidders whose technical proposals are found to be responsive shall be informed and shall be invited for seeking any further clarification/s, either individually or through a meeting, if desired. In both the cases, the bidders shall be informed accordingly, and bidders are expected to be present at given date and time.

#### **4.4 Award of contract**

- Detailed Work Order will be issued to the winning bidder within 7 days of announcing the winning bidder.
- The winning bidder is to forward the signed and sealed work order to ICLEI at the earliest or not more than 5 (five) days of issue of work order.
- In case the winning bidder fails to indicate his/her intent to undertake the said work within the stipulated time of 5 (five) days and observe the formalities as above, the Letter of Intent will be cancelled, and the next bidder will be finalized by ICLEI South Asia in consultation with senior city officials.

#### **4.5 Compensation for delay**

- Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order
- If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the consultant/contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

#### **4.6 Extension of date of completion**

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

***Please note that this clause will only account if event occurs during data collection/ site visit/ city visit period.***

#### **4.7 Materials/Appliance at site**

- Neither ICLEI South Asia nor Thimphu Thromde undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder.
- All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. Thimphu Thromde and ICLEI South Asia shall extend help as and when approached by the bidder to keep any materials/ equipment/appliance/ tool, however not liable for any loss, theft, or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

#### **4.8 Final Inspection of Work**

- ICLEI South Asia team and Thimphu Thromde shall jointly make final assessment of all work included in the contract/work order, or any portion thereof as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.
- At the time of such assessment, Thimphu Thromde shall inform ICLEI South Asia which in turn will inform the bidder in writing as to the concerns to be remedied before final acceptance can be made.

#### **4.9 Ownership of Materials and Confidentiality**

All material will acknowledge ICLEI South Asia, by featuring its logo, together with the logos of the SET South Asia project partners as relevant, the beginning and at the end of the documents.

The Consultant understands that as part of the Consultancy, they might be asked to create, modify, or contribute to the creation of architectural designs, drawings, documentation, and other copyrightable works. The Consultant agrees that all designs, drawings, assignment outputs, including design formats for infrastructure, forms, text, photographs and videos, computer programs, work-up files, documentation, and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia and Thimphu Thromde shall own all the copyright rights in such works.