

Government of Nepal
Ministry of Science, Technology and Environment
Alternative Energy Promotion Centre (AEPC)

Terms of Reference (ToR)

For

Pre-qualification of Consulting Companies

For Feasibility Study (FS)

and

Detailed Feasibility Study (DFS)

of

Large Biogas Systems

Khumaltar Height, Lalitpur.
May 2014

Section I

Introduction

1.1 Background

The Government of Nepal (GoN) and External Development Partners supporting Nepal's rural and renewable energy sector have designed National Rural and Renewable Energy Programme (NRREP) to be implemented by AEPC for five years from mid-July 2012 to mid-July 2017 in a single program modality. Under the Biomass Component, Biogas is the prominent sub-component and NRREP targets to install 130,000 Domestic Biogas, 1,250 Community and Institutional Biogas. NRREP has also introduced Waste to Energy for thermal and electricity production.

Pre-qualification of the consulting companies is necessary for maintaining a pool of resources for carrying out detailed feasibility study and design of large biogas plants to be installed in Nepal. The AEPC conducts pre-qualification of the consulting companies for carrying out survey, and design at pre-and detailed feasibility study level for the large biogas plants, which are implemented on government subsidy programme by AEPC.

AEPC conducts pre-qualification of consulting companies, because:

- (i) It is necessary to provide an opportunity for the new and dynamic companies to enter in the biogas sector.
- (ii) Pre-qualification helps in conducting the targeted capacity building activities to the consulting firms.

1.2 Scope of the Works of Pre-qualified Consulting Company

The pre-qualified consulting companies will be eligible for conducting detailed feasibility study, design and studies for large biogas plants projects to be implemented by local communities/entrepreneurs under the support of the government subsidy programme executed by AEPC with supports from its programmes.

The pre-qualification is mandatory to all the existing PQ consulting companies working in the domestic biogas sector if they wish to work for the large biogas as well. However, if any of the existing consulting companies cannot fulfill the set of criteria described in this document, all ongoing activities carried out by the particular consulting company for the domestic biogas will not be affected.

1.3 Responsibility of the Pre-qualified Consulting Companies

A pre-qualified consulting company is responsible to the client (communities or private parties which seek the services of the companies to conduct DFS) for delivering of quality report. The large biogas plants developers (institutions, communities or private parties) will be the main clients for the consulting company.

The pre-qualified consultant will have the following specific responsibilities:

- (i) Carrying out the activities strictly adhering to the norms, guidelines and standards issued by AEPC on DFS of large biogas plants.
- (ii) Providing services to the large biogas plants developers on timely and professional basis.
- (iii) Providing information on on-going studies to AEPC.
- (iv) Negotiating the cost, terms and conditions of payment of fees with the large biogas plants developers/construction companies. A limited support will be provided for conducting detailed feasibility studies by the AEPC or its programme based on their policy.

1.4 Eligibility Criteria

The consulting company must fulfill following requirements to be eligible in the qualification process:

- Company registration certificate
- VAT registration certificate
- Tax clearance certificate of the previous fiscal year
- Minimum 6 months of establishment

1.5 Qualification Criteria

The pre-qualification of the consulting company will be based on the followings:

- (i) The primary criterion for the pre-qualification is the “Human Resource”. Pre-qualification of the company will be based on the proposed staff/ professional. The pre-qualification is valid till the company can provide the approved consultant for the work. If the approved consultant cannot be involved any longer in the consulting firm or new professionals join the company, then the new staff/professional needs to be qualified to be registered in AEPC.
- (ii) Experiences of the proposed Human Resources.
 - a. Relating to survey/design of biogas (large/domestic) schemes.
 - b. Relating to other similar areas, (studies on biogas sector, relevant trainings on biogas).
- (iii) Minimum basic equipment and logistic facilities that a consulting company owns.
 - a. The prequalified consultants should make arrangements with labs to measure BOD/COD for characterizing of the waste.
 - b. The consultants should have measuring equipments to measure area, level gradients for flow purposes.
 - c. The consultants must have external pressure meters, pH meters, and flow meters for measurements during commissioning.
- (iv) Minimum experience of the company: 6 months
- (v) Minimum Average Annual Turnover of the company: As specified in heading 2.2.3 in Section II of this document.

1.6 Inputs from the AEPC

Orientation and training programme will be organized by AEPC in updating the professionals on the technological development. Apart from that, AEPC will work in creating enough market or works for the pre-qualified consulting companies so that large biogas plants sector will emerge as a major sector where the scope of the work is wide enough to retain a large number of the consultant in the sector. The AEPC will provide guidelines and standards for carrying out the studies.

1.7 Liabilities of the Pre-qualified Companies

Assuring quality of report/design is the main responsibility of the pre-qualified consulting companies. The pre-qualified consulting companies will deliver reports on agreed schedule to the large biogas plants developer. The consultants should ensure Quality Assurance of the feasibility study and report. Only the pre-qualified human resources can conduct survey, design, prepare report and approve the report before submitting to the clients. The firm can propose necessary human resources as much as possible to keep their pool in hand.

The consulting company shall be responsible for timely completion of the project as mentioned in the contract for the detail feasibility study report from the date of signing the contract. Failure to do so, the company shall be charged at the rate of 1% per week of the signed amount for up to 10 weeks. The contract shall automatically be terminated when the charged amount exceeds 10%. However, the project duration may be extended up to maximum period of 2 months upon the agreement between user's committee and consulting company in case of Force Majeure.

The consulting company shall re-survey and re-design the project when the project cost increases by more than 10% due to changes in installed capacity after the field verification conducted by installation/construction company. The total cost for re-survey, re-design and other studies shall be borne by the consulting company itself.

AEPC's decision shall be final one in case of dispute between consulting company and installation/construction company.

1.8 Validity of prequalification

The pre-qualification of the pre-qualified company will be valid till next round of pre-qualification but annual renewal is necessary based on company legal documents (i.e. renewed company registration certificate, VAT certificate, and tax clearance certificate). New human resources could be proposed by consulting companies for prequalification at AEPC. AEPC will evaluate and approve new human resources twice a year.

1.9 Termination of Pre-qualification

The pre-qualification of the company will terminate on the following conditions:

- a) Submission of report consisting of unauthentic information (data)
- b) Submission of substandard report
- c) Failure to submit the reports on agreed time frame
- d) Becoming inactive in the sector continuous for TWO years.

Based on the above, AEPC will conduct performance evaluation on every two yearly basis, and the company if disqualified will be given a chance to provide reasons/ justification before taking the final decision.

1.10 Necessary documents to be submitted

The information and the necessary document shall be submitted as specified or mentioned in the attached in Section II & III.

1.11 Deadline for submission of the proposal

The notice for the pre-qualification is published in a national daily newspaper. The deadline of the application will be within 15 days from the date of publication. The assessment of the applications received after the due date will not be considered.

Address for the Submission of the Proposal

The pre-qualification application should be submitted to the following address:

Please write in bold letter “**Request for Pre-qualification of Consultant for Detailed Feasibility Study of Large biogas plants Projects**” in envelop and forward the application to:

**Biogas Sub-Component
Alternative Energy Promotion Centre
Khumaltar Height, Lalitpur, Nepal
P.O. Box 26143, Kathmandu
Phone: 977 1 55393390/ 55393391**

Section II
Pre-qualification Evaluation Criteria

2.1. Individual CV Evaluation

The human resources are evaluated based on the following criteria:

- Education background (40)
- Relevant training (10)
- Years of experience (10)
- Nature of work experience (40)

S.N	Criteria	Points	Means of Verification
1	Education	40	Certificates
	1.1 Master or above	40	
	1.2 Bachelor	30	
	1.3 Diploma/Intermediate	25	
2	Relevant training	10	Training Certificates
	2.1 Training related to survey design in biogas (more than two days)	10	
	2.2 Training related to survey design in biogas (up to 2 days)	5	
	2.3 Other relevant training*	3	
3	Years of experience	10	Work experience letter
	3.1 For > 10 years	10	
	3.2 For 2 to 10 years	5	
	3.3 For < 2 years	0	
4	Nature of work experience	40	Work experience letter
	4.1 Survey/design of biogas	0-30	
	4.2 Other studies, research related to biogas Or Studies on sector similar to biogas (i.e., irrigation, water supply, rural electrification).	0-10	

The individual CVs are evaluated based on the above criteria.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONALSTAFF

Proposed Position:

Name of Consultancy:

Name of Staff:

Profession:

Date of Birth:

Years with Consultancy/Entity:

Nationality:

Membership in Professional Societies:

E-mail:

Mobile No.:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member and authorized representative of the consultant] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

The Consultant shall have to submit the CV of professionals with signature and authorized representative of the consultant. The Signature must be in Blue Ink. If signature is scan and color print, or signed in ink other than Blue Ink shall cause rejection of the Proposal.

2.2 Pre-qualification of Consulting Companies

The companies will be pre-qualified on the basis of the human resource and the infrastructure owned by the company. For the ease of project distribution, the plants have been separated out according to their installed capacities viz. plants up to **35 m³**, plants between **35 to 75 m³** and plants above **75 m³**. Different standards have been set for the companies aspiring to work for the differing capacities, which are mentioned in the sub headings below.

2.2.1 Human Resource Team

The minimum team composition and basic qualification of personnel for the prequalification shall be as follows according to the project's installed capacity. In the evaluation process, the documents shall be verified according to CV, Academic Certificates and Experience Certificates of the proposed professionals. The consulting companies are free to propose additional professionals if any. One individual professional shall not be proposed by more than 3 consulting companies. In case, any professional proposed in more than 3 consulting companies the respective professional will be disqualified.

Minimum Required Professional according to installed capacity		
Up to 35 m³	From 36 to 75 m³	More than 75 m³
Surveyor-1 (At least Diploma in Civil/ Surveying or Diploma in Electrical/ Mechanical Engineering with 5 years experience.)	Surveyor-1 (At least BE in Civil/Environment/Electrical/ Mechanical Engineering with 5 years experience.)	Surveyor-1 (At least BE in Civil/ Electrical/ Mechanical Engineering with 5 years experience)
Design Engineer-1 At least BE in Civil Engineering with 2 years experience in design of biogas projects At least BE in Electrical Engineering with 2 years experience in design of biogas projects At least BE in Mechanical Engineering with 2 years experience in design of biogas projects	Design Engineer-1 At least BE in Civil Engineering with 2 years experience in design of biogas projects At least BE in Electrical Engineering with 2 years experience in design of biogas projects At least BE in Mechanical Engineering with 2 years experience in design of biogas projects	Design Engineer-1 At least BE in Civil Engineering with 5 years experience in design of biogas projects At least BE in Electrical Engineering with 5 years experience in design of biogas projects At least BE in Mechanical Engineering with 5 years experience in design of biogas projects

2.2.2 Experience of the Companies

The minimum experience of the consulting companies for the pre-qualification shall be as follows according to the project's installed capacity. The consulting companies shall be evaluated based on the company's legal documents and work experience certificates of the completed projects.

Required Experience of the Companies		
Up to 35 m³	From 36 to 75 m³	More than 75 m³
At least 6 months of company establishment	At least 6 months of company establishment	At least 6 months of company establishment
Survey and design of at least 2 nos. of biogas projects completed	Survey and design of at least 2 nos. of large biogas projects	Survey and design of at least 2 nos. of biogas projects completed

2.2.3 Financial Status

The consulting companies must submit their tax clearance certificates or audit reports of last three fiscal years. The minimum turnover of the consulting companies for the prequalification shall be as follows according to the project's install capacity:

Financial Status of the companies		
Up to 35 m³	From 36 to 75 m³	More than 75 m³
At least NRs. 0.5 million of average annual turnover of last three years	At least NRs. 1.0 million of average annual turnover of last three years	At least NRs. 1.5 million of average annual turnover of last three years

2.2.4 Equipment and Logistic support:

List of equipment shall be verified from the **copy of the VAT bills** to be submitted by the consulting companies. If the company owns various equipments as listed below but is unable to present copy of the VAT bills because of various reasons, the company should provide an affidavit. The content of the affidavit shall be verified and the companies must show all the equipment mentioned in the affidavit during field verification. The minimum equipment and office facilities required from the consulting companies for the prequalification shall be as follows according to the project's install capacity:

Office and Equipment		
Up to 35 m³	From 36 to 75 m³	More than 75 m³
Office area of at least 100 sq. ft.	Office area of at least 200 sq. ft.	Office area of at least 300 sq. ft.
At least 1 computer or laptop	At least 1 computer or laptop	At least 1 computer or laptop
At least 1 Printer	At least 1 Printer	At least 1 Printer
At least 1 Landline Telephone (PSTN/CDMA)	At least 1 Landline Telephone (PSTN/CDMA)	At least 1 Landline Telephone (PSTN/CDMA)
At least 1 GPS	At least 1 GPS	At least 1 GPS
At least 1 Digital Camera	At least 1 Digital Camera	At least 1 Digital Camera
	At least 1 gas flow meter	At least 1 gas flow meter
	At least 1 gas analyzer	At least 1 gas analyzer

Section III

Sample Application Form

Name of the Company

**Application Form
for
Pre-qualification of Consulting Company for
Feasibility Study (FS)
and
Detailed Feasibility Study (DFS)
of
Large Biogas Plants**

May 2014

Submitted to
Biogas Sub-Component
Alternative Energy Promotion Centre
Khumaltar Height, Lalitpur

1. Introduction

Name of the Company:

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Contact Person:

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Designation:

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Location:

.....

Post Box:

Phone:

Fax:

Email:

Website:

1.1 Company registration document no.:

1.2 Year of registration:

1.3 Tax registration number (PAN):

1.4 Registration date:

1.5 Main objectives or areas of works:

Pre-qualification requested to carry out studies for (please tick on appropriate box):

- () A. Projects in large biogas plants (Up to 35 m³)
- () B. Projects in large biogas plants (35 -75 m³)
- () C. Projects in large biogas plants (Above 75 m³)

Consulting company should tick at more appropriate categories based on the capacity of biogas plants they are capable to work for. Evaluation will be done only on the applied categories.

2. Resources of the Company

2.1 Individual Human Resource Information¹

SN	Name	Education	Experience	Training

Include brief CVs (As per format attached in the **Section II**) duly signed by the proposed professionals (maximum three pages). Also include educational certificates, training certificates and work experience letters of completed relevant projects. Only approved professionals will be eligible for conducting studies.

No individual professional is allowed to submit CV from more than three consulting companies. In case, any professional proposed in more than 3 consulting companies the respective professional will be disqualified.

2.2 Experience of the company

Required information are to be provided in following tables:

RELEVANT WORK EXPERIENCE OF THE FIRM (IN LAST FIVE YEARS)

(EXPERIENCE IN SURVEY AND DESIGN OF BIOGAS PROJECTS)

S N	Name of Project	Client	Contract Value	Completion Year	Description of relevant work carried out
1					
2					

¹ Only for the professionals to be involved in the activities related to this pre-qualification

Note: The experience of the firm shall be supported with its evidence/proof of experience/ completion certificates. The experience of the firm without evidence or experience certificate will not be considered for evaluation purpose.

2.3 Financial Status

The company should have cleared the taxation obligation of the government.

Description	FY 2066/67	FY 2067/68	FY 2068/69	Average Annual
Turn Over (NRs.)				

Note: Attach tax clearance certificate of last three years or Audit report of last three years (or for the maximum available time period for companies younger than 3 years)

2.4 Equipment and Office facilities

Kindly state the details of office, equipments and other facilities as per attached table below.

Plinth area of the building (ft ²)	(Attach floor plan)		
Work / logistic facilities available			
Type of facility	Number	Description	Remarks
Computer			
Printer			
Telephone			
Fax (if any)			
Others (specify)			
Equipment			
Theodolite			
Gas Analyzer			
Leveling equipment			
Gas Flow Meter			
Pressure meters			
GPS			
Digital Camera			
Others (specify)			

Note: Attach VAT bills of equipments or Audit report showing ownership of equipments.

2.5 Location Map of the Office

(Scale not required)

3. State why the firm wants to be pre-qualified? (Not more than half page)

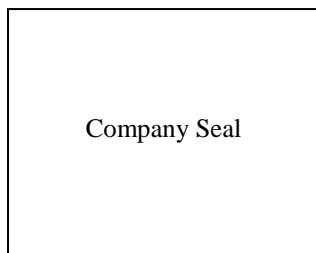
4 Please include the following documents with the Application Form

- Copy of Company Registration documents.
- Tax Registration Certificate.
- Tax clearance certificate of previous fiscal year.
- Tax clearance certificate or Audit Reports of last three Fiscal Years
- Brochure or Profile of the Company and other promotional materials, if any.
- Certification of association with any other organisation
- Duly signed CVs (including certificates and statement with association with the applicant company, work experience letter)of proposed human resources
- Commitment letter from proposed human resources
- Company experience letters for the completed projects.
- List and specification of equipment and office facilities.
- Others as stated in the previous sections and others additional if the company thinks useful

5 Other Information

If a company wants to include any more relevant information/document that are not included above but relates with your business, please specify in separate pages.

I/We have read the ToR (Section I, II and III) carefully and hereby agree to the terms and conditions put forwarded on it. I/We hereby certify that information filled up in the application form is correct and I/we understand that if found otherwise, may result in invalidation of the application.



(Authorised Signature)

Name:

Position.....

Date.....