

Request for Proposal (RFP) to

Conduct Basic House Wiring Training to Selected Participants in

Tara Khola Jalbidhyut Limited

Baglung

Alternative Energy Promotion Center

Renewable Energy for Rural Livelihood (RERL)

Khumaltar, Lalitpur ,Nepal

Date: 12 November, 2018

SN.	Subject	Details
1	The name of the Client	Renewable Energy for Rural Livelihood (RERL), Alternative Energy Promotion Center (AEPC) Khumaltar, Lalitpur Nepal
2	Method of selection	Least Cost Based Selection (LCBS)
3	Name of the Task	Conduct Basic House Wiring Training to Selected Participants from Tara Khola Jalbidhyut Limited
4	The clauses on fraud and corruption in the contract	As per government and donor's rules and regulation
5	Clarifications may be	1 days before the submission date
6	Contact for Clarification	Sabita Awale Contact No: 01-5544146 ext: 532 Email: sabita.awale@aepec.gov.np
7	Language of Proposal	English
8	Copies of required Proposal	One (1) Original
9	The proposal submission address	Renewable Energy for Rural Livelihood (RERL), Alternative Energy Promotion Center (AEPC), Khumaltar, Lalitpur, Nepal, 3 rd Floor in the AEPC building
10	Information on the outer envelope	Proposal for "Conduct Basic House Wiring Training to Selected Participants from the SASEC Wind-Solar Mini Grid Sub Projects."
11	RfP Issued Date	12 November 2018
12	Deadline to Submit Proposal	18 November, before 4 P.M.
13	Award	Immediate after evaluation of submitted proposal
14	Address for Negotiation	Alternative Energy Promotion Centre, Khumaltar Height, Lalitpur
15	The task has to complete	Before 20 December 2018
16	Other Information	Separate proposal (Both Technical and Financial) should be submitted.
17	Other Provision	As per prevalent Laws of Nepal

Terms of Reference
To
Conduct Basic House Wiring Training to in Tara Khola Jalbidhyut Limited
Baglung

1. Background

UNDP/GEF funded Renewable Energy for Rural Livelihood (RERL) project supports National Rural and Renewable Energy Programme (NRREP) of Alternative Energy Promotion Center (AEPC) to achieve its stated targets. RERL project is fully aligned with the components/sub-components outputs of NRREP for effective implementation.

Development of mini hydro power projects in rural area is not easy task in terms of technical, financial and management aspect. In order to complete the project and sustainable operation of the plant it is inevitable to be capacitated and trained to management committee and aware local community through providing various technical and managerial support services from the beginning. Availability of limited human resources, less employment opportunities at rural areas as well as high number of young men and women migration in to urban and foreign countries makes difficult to find trained people at rural areas.

At the meantime, Tara Khola Jalbidhyut Limited is in under construction (380 kW) of mini hydro and has come at final stage to complete the civil structure of the project. The project will be completed within a months and need to provide services for house wiring nearly to 2200 HHs in the catchment areas of the power plant.

Therefore, it is indispensable to provide skill development training to generate technical person of young men and women for house wiring in the catchment area of the plant.

In this context, AEPC/RERL seeks for consulting services from interested firms/organizations to conduct the basic house wiring training to selected participants from the catchment area of Tara Khola Jalbidhyut Limited in Tara Khola, Baglung.

2. Objective of the assignment

The main objective of this training package is to enable the selected participants to carry out house wiring job competently and independently.

3. Scope of work

The scope of works of the consultant is as follows;

- The firm/organization will be responsible to provide basic house wiring training to the selected persons.
- The training provided by the firm should minimum standards outlines in the CTEVT Curriculum and Occupational Skill Standard, Occupational profiles of the National Skills Testing Board (NSTB)
- AEPC/RERL will facilitate to select the maximum 15 number of participants from the catchment area of Tara Khola Mini-hydro Power Project under developed criteria for the selection process
- Consulting firm should forward detail curriculum of the training to AEPC/RERL for approval of the training content
- All logistic management should be managed to conduct theory and practical course of training from the firm
- The training provider has to carry out skill testing at the end of training and eligible candidate shall have to award certificate of House Wiring Technician and rest would be awarded certificate of participation. The exam will be conducted by trainers. The exam format should be as per the L1 training of CTEVT.
- Training material for practical training should be managed by consulting firm
- Ensure adequate practical involvement of the trainees as per the curriculum
- The selection of the participants will be given priority to women and disadvantaged group in the catchment area
- Provide one set necessary tools and equipment to all participants
- Focus should on hands on practical training
- Ensure 90% attendance in the training programme

4. Duration of training period

The duration of the training will be 15 days. All the required training material during the training period should be managed by consulting firm.

5. Course Structure

20% theory

50% Indoor Practical

30 % outdoor/field practical

6. Expected Outcome

After successful participation in the training programme, Participant will be able to:

- Know the importance of electricity and prevention of electrical shock
- Design /install various type of wiring (surface and concealed) .
- Knowledge of protective devices like MCB, MCCB, fuse etc.
- Knowledge of different size of wires and its current carrying capacity.
- Knowledge of resistive, inductive load and familiarization of resistor, inductor, capacitor and its measurement.
- Knowledge of active, reactive and apparent power.
- Knowledge of complete layout of standard wiring system from electric pole to load inside the house.
- Familiarization of electrical parameters including current, voltage, power factor and its measurement.
- Costing and pricing of required materials, time and labor.
- Repair & maintenance of various types of electrical accessories & apparatus.
- Able to read and draw electrical drawing.
- Select tools, wires, electrical accessories & apparatus according to the requirement.
- Final completion report.

7. Team Composition and Qualification Requirement

7.1 Lead trainer

A Lead Trainer with at least pass Bachelor Degree in Electrical Engineering and relevant three year experience in training delivery, planning, design. The Lead Trainer will be responsible for coordinating all the activities pertaining to the activities mentioned in this ToR. If s/he has prior working experiences in Micro/Mini hydro power project in Nepal will be added advantages.

5.2 Trainer

The trainer should hold at least intermediate level in electrical engineering. The trainer should have experiences at least 3 years for conducting such training.

8. Terms of Payment

The payments shall be done as shown below

- i) 50% payment after contract agreement
- ii) 50% payment after received final completion report of the assignment

9. Time

The training program should be completed within 1 month after signing the contract agreement and reporting should be done within one week of the completion of training

10. Selection/Evaluation Process

11. The selection will be followed from based on Lease Cost Based Selection (LCBS). The least cost will be selected from technically pass firm/individual. The criteria for technical selection has been given in Annex I.

12. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GoN at any stage during the execution of the work.

13. Documents to be submitted by the Bidder (Eligibility Criteria)

SN	Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of TAX Clearance Certificate of F. Y. 2073/74
4	JV Agreement (in case of JV Submission)
5	Technical Proposal with signed cover letter (as per ToR)
6	Statements and documents, if any, acknowledging the individual and /or company's capability for carrying out similar job successfully
7	Financial Proposal with signed cover letter including VAT (as per given format)
8	List of Proposed human resource

14. Acceptance of Proposal

All rights are reserved with AEPC/RERL either to approve or disapprove any proposal without giving any reasons whatsoever .If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

15. Force Majeure

Without prejudice to their rights the Government and the service provider shall not be held responsible nor suffer any financial loss should the performance of the contract be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party here to which neither party was aware of or could have foreseen at the time of signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify other of the event or during such event the rights and obligations of either party shall automatically be suspended.

Annex I Evaluation of Technical Proposal

The following will be the marking of the technical evaluation.

- **Method of Selection: Least Cost Based Selection**
- The following will be the marking of the technical and financial proposals.
- A Technical Proposal 70%
- B. Financial Proposal 30%
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- **A. Technical Proposal**
- A score of 70 marks is considered as total mark for the Technical Proposal. The basis for the evaluation of the technical proposals will be as mentioned below.

1. Relevant experience of firm.....	15
1.1 General Experience of firm.....	5
1.2 Experience of firms particularly on proposed task.....	10
2. Approach Methodology to carry out the proposed tasks	25
2.1 Approach/Methodology to carry out the task	10
2.2 Innovative approaches for the task.....	10
2.3 Manning and work schedule	5
3. Composition of team proposed for the task	30
3.1 Qualification of the Lead Trainer	20
3.2 Qualification of Co Trainer.....	10

Total marks 70

B. Financial Proposal

Only those firms whose marks of the technical proposal are above 60% would be considered pass and considered for the evaluation of their financial proposal.

C. Selection

The least cost from the successful technical proposal would be awarded the contract.

Financial Proposal

Conduct Basic House Wiring Training to in Tara Kholā Jalbidhyut Company in Baglung

(On Signed letter head of company)

A. Detail of Fee

Contract No.:

S N	Remuneration for Resource Persons	No. / Unit	Person days	Unit Rate (Rs.)	Total Amount (Rs.)
1	Lead Trainer	Days			
2	Trainer	Days			
Sub-total					
Overhead 10%					
Total Fee					

B. Rental Charge and Training Materials

S N	Reimbursable	No. / Unit	Person Days	Unit Rate (Rs.)	Total Amount (Rs.)
1	Training Hall	Days			
2	Stationary	Persons			
3	Snacks	Persons			
4	Equipment for participants	LS			
Sub Total of B					

C. Travel and Daily Allowance

S N	Reimbursable	No. / Unit	Person Days	Unit Rate (Rs.)	Total Amount (Rs.)
1	Travel for resource persons	Persons	LS		
2	Travel for Participants	Persons	15		
Sub Total of C					

D. Other Expenses

S N	Reimbursable	No. / Unit	Person Days	Unit Rate (Rs.)	Total Amount (Rs.)
1	Banner, Certificates, Communication	LS			
Sub Total of D					

E. Total Payment

1	A. Detail of Fee			
	Vatable Amount			
2	B. Rental Charge and Training Materials			
3	C. Travel and Daily Allowance			
4	D. Other Expenses			
Grand Total				
VAT 13%				
Net Grand Total				
Net Grand Total in Round Figure				

Total Cost for the Job in Figures.....

Total in words:

Signature of Authority:

Stamp of Firm.....