

**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**

**Survey and Design of**

**Micro -hydropower Project**

*Khumaltar Height, Lalitpur.*  
*May 2013*

## **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. The Community Electrification Sub-component of NRREP is one of the major components responsible for coordination and implementation of community electrification activities throughout the country in the demand driven and public-private-partnership approach. The component aims to install 25 MW of Mini/Micro Hydropower to provide electricity to 150,000 rural households during this period.

Pre-qualification of the consulting companies is necessary for maintaining a pool of resources for carrying out survey, and design of micro-hydropower projects to be implemented by rural communities. The AEPC conducts pre-qualification of the consulting companies for carrying out survey, and design at pre-and detailed feasibility study level for the micro-hydropower projects, which are implemented on government subsidy programme by the local communities/entrepreneurs.

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 sector.
- (ii) Pre-qualification helps in conducting the targeted capacity building activities to the companies.

AEPC has decided to outsource a third-party consultant in the pre-qualification of the consulting companies and accordingly AEPC has hired Multi Tech Engineering Consultancy (P) Ltd and Devs Consult (P) Ltd. (JV) as the consultant for the job. This terms of reference (ToR) has been prepared by the consultant after a series meeting between the consultant and the AEPC. The ToR was finalized after incorporating relevant comments from stakeholders including the WECAN. AEPC intends to conduct entire evaluation and pre-qualification of consulting companies through the hired consultant.

#### **1.2 Scope of the Works of Pre-qualified Consulting Company**

The pre-qualified consulting companies will be eligible for conducting survey, design and studies for micro-hydro 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 scope of works includes Topographical Survey, Socio-economic Survey, Hydrological Analysis, Geological Study, Project Design, Preparation of Drawings & Cost Estimate, Economic and Financial Analysis and Report Production.

The pre-qualification is mandatory to all the existing PQ consulting companies. If any of the existing consulting companies could not fulfill the set of criteria described in this document and fail to renew the pre-qualification, all ongoing activities carried out by the particular consulting company 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 studies) for delivering of quality report. The micro-hydro developers (cooperatives, 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.
- (ii) Providing services to the micro/mini-hydropower developers on timely and professional basis.
- (iii) Providing information on on-going studies to AEPC on half-yearly basis.
- (iv) Negotiating the cost, terms and conditions of payment of fees with the micro-hydropower developer. A limited support will be provided for conducting detailed feasibility studies by the AEPC or its programme based on their policy.

AEPC or its programme will, from time to time, utilize the services of the pre-qualified consulting companies on conducting other studies. In such case, the scope of the works and other terms and conditions of the assignment will follow the standard process and rules based on the issued terms of reference.

### **1.4 Eligible 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 3 years 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 hydropower (big, small, mini, micro) schemes.
  - b. Relating to other similar areas, (irrigation, water supply, rural electrification etc.).

- (iii) Minimum basic equipment and logistic facilities that a consulting company owns.
- (iv) Minimum experience of the company.
- (v) Minimum Average Annual Turnover of the company.

## **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 micro-hydro sector will emerge as a major sector where the scope of the work is widen 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 micro-hydropower developer. The company should ensure Internal Quality Assurance of the 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 purpose 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 i.e. 3 months 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 prequalification but annual renewable 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 pre-qualified 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 Survey and Design of Micro-Hydropower Projects**” in envelop and forward the application to:

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

### **In case of further clarification :**

*In case of further clarification about ToR, application form and necessary submission documents please contact the following:*

*Multi-Tech Engineering Consultancy (P) Ltd, JV DEVs Consult (P) Ltd.  
Email: [multitech@mail.com.np](mailto:multitech@mail.com.np)*

## 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	Remarks
<b>1</b>	<b>Education</b>	<b>40</b>	Certificates	Certificate from the recognised university/colleges/schools and certificates from Nepal Engineering Council for Engineers
	1.1 Master or above	40		
	1.2 Bachelor	30		
	1.3 Diploma/Intermediate	25		
<b>2</b>	<b>Relevant training</b>	<b>10</b>	Training Certificates	* Other relevant trainings include the training on water supply, and irrigation, rural electrification.
	2.1 Training related to survey design in hydropower (more than two days)	10		
	2.2 Training related to survey design in hydropower (up to 2 days)	5		
	2.3 Other relevant training*	3		
<b>3</b>	<b>Years of experience</b>	<b>10</b>	Work experience letter	A year of experience includes the number of years experience on the hydropower or relevant areas.
	3.1 For > 10 years	10		
	3.2 For 2 to 10 years	5		
	3.3 For < 2 years	0		
<b>4</b>	<b>Nature of work experience</b>	<b>40</b>	Work experience letter	
	4.1 Survey/design of small, micro/mini hydropower	0-30		
	4.2 Other studies, research related to hydropower Or Studies on sector similar to hydropower (i.e., irrigation, water supply, rural electrification).	0-10		

The individual CVs are evaluated based on the above criteria.

The individual who secures above 50 points is considered eligible to be pre-qualified for up to 10 kW, 60 points for Up to 50 kW and 70 points for Up to 100 kW.

<sup>1</sup> Only the detailed survey/design work will be counted

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONALSTAFF

Proposed Position:

Name of Consultant:

Name of Staff:

Profession:

Date of Birth:

Years with Consultant/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 pre-qualification of company shall be done in three categories i.e. up to 10 kW capacity, up to 50 kW capacity and up to 100 kW capacity. The consulting companies must fulfil minimum criteria of (1) Human Resource, (2) Experience of Company, (3) Financial Status and (4) Equipment and Office Facilities to be pre-qualified as per criteria mentioned under sub-heading 2.2.1, 2.2.2, 2.2.3, and 2.2.4.

### 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 install 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.

<b>Minimum Required Professional according to install capacity</b>		
<b>Up to 10 kW</b>	<b>Up to 50 kW</b>	<b>Up to 100 kW</b>
<b>Surveyor</b> (At least Diploma in Civil/ Surveying with 2 years experience or Diploma in Electrical/ Mechanical Engineering with 5 years experience in surveying.)	<b>Surveyor</b> (At least BE in Civil/ Surveying with 2 years experience or BE in Electrical/ Mechanical Engineering with 5 years experience in surveying.)	<b>Surveyor</b> (At least BE in Civil/ Surveying with 2 years experience or BE in Electrical/ Mechanical Engineering with 5 years experience in surveying.)
<b>Design Engineer</b> (At least Diploma in Civil/Electrical/Mechanical Engineering with 5 years experience in design of MHP or at least BE in Civil/Electrical/ Mechanical Engineering with 1 years experience in design of hydropower projects)	<p><b>Design Engineers</b> At least BE in Civil Engineering with 2 years experience in design of hydropower projects</p> <p>At least BE in Electrical Engineering with 2 years experience in design of hydropower projects</p> <p>At least BE in Mechanical Engineering with 2 years experience in design of hydropower projects</p>	<p><b>Design Engineers</b> At least BE in Civil Engineering with 5 years experience in design of micro\hydropower projects</p> <p>At least BE in Electrical Engineering with 5 years experience in design of hydropower projects</p> <p>At least BE in Mechanical Engineering with 5 years experience in design of hydropower projects</p>

### 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 install capacity. The consulting companies shall be evaluated based on the company's legal documents and work experience certificates of the completed projects.



<b>Required Experience of the Companies</b>		
<b>Up to 10 kW</b>	<b>Up to 50 kW</b>	<b>Up to 100 kW</b>
At least 3 years of company establishment	At least 3 years of company establishment	At least 3 years of company establishment
Survey and design of at least 2 nos. of hydropower projects completed	Survey and design of at least 2 nos. of hydropower projects completed (> 10 kW installed capacities)	Survey and design of at least 2 nos. of hydropower projects completed (> 50 kW installed capacities)
In case of a new firm, the firm should apply in j/v with an experienced firm with minimum 3 years of establishment and the experienced firm must lead the j/v.	In case of a new firm, the firm should apply in j/v with an experienced firm with minimum 3 years of establishment and the experienced firm must lead the j/v.	In case of a new firm, the firm should apply in j/v with an experienced firm with minimum 3 years of establishment and the experienced firm must lead the j/v.

### 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:

<b>Financial Status of the companies</b>		
<b>Up to 10 kW</b>	<b>Up to 50 kW</b>	<b>Up to 100 kW</b>
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:

<b>Office and Equipment</b>		
<b>Up to 10 kW</b>	<b>Up to 50 kW</b>	<b>Up to 100 kW</b>
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 Abney level	At least 1 Theodolite	At least 1 Theodolite
At least 1 Conductivity meter	At least 1 Conductivity/ current meter	At least 1 Conductivity/ current meter
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

**Section III**

**Sample Application Form**

---

Name of the Company

**Application Form  
for  
Pre-qualification of Consulting Company**

May 2013

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

**1. Introduction**

Name of the Company:

.....

Contact Person:

.....

Designation:

.....

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 for (please tick on appropriate box):**

- ( ) A. Carrying out studies for projects in micro-hydropower (Up to 10 kW)
- ( ) B. Carrying out studies for projects in micro-hydropower (Up to 50 kW)
- ( ) C. Carrying out studies for projects in micro-hydropower (up to 100 kW)

Consulting company should tick at one or more appropriate categories based on its capacity. Evaluation will be done only on the applied categories.

**2. Resources of the Company**

**2.1 Individual Human Resource Information<sup>2</sup>**

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 HYDROPOWER PROJECTS)

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

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.

<sup>2</sup> Only for the professionals to be involved in the activities related to this pre-qualification

### 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.

### 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 <sup>2</sup> )	(Attach floor plan)		
Work / logistic facilities available			
Type of facility	Number	Description	Remarks
Computer			
Printer			
Telephone			
Fax (if any)			
Others (specify)			
<b>Equipment</b>			
Theodolite/Total station			
Abney Level			
Leveling equipment			
Conductivity meter			
Current meter			
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

(Not in scale)

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

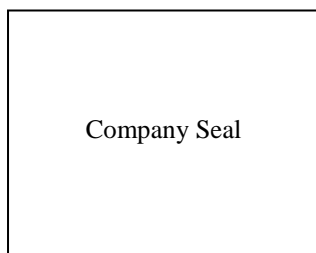
**4 Please include the following documents with the Application Form**

- 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 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.....