**Terms of Reference (TOR)**

 Construction and establishment of cow dung manure shed

1. **Background:**

Heifer Project Nepal (HPN), established in 1996 as a separate entity from Heifer International Nepal, partners with local, national, and international stakeholders to empower communities. The organization focuses on promoting food security and improving livelihoods through sustainable agriculture and livestock farming.

HPN is implementing a project entitled “Integrated Dairy Productivity Improvement Project” funded by Heifer Korea.

As an initiative for Integrated dairy productivity improvement project as per the mission statement of Heifer “Caring for the Earth” and as envisioned in the project, it has been planned to establish the manure management facilities, that will be able to prepare quality cow dung manure in smallholder farmer’s level. This will eventually lessen the direct emission of nitrogen to the environment and at the same time enrichment of nutrient value of manure. This will help the farmers utilize the amount of cow dung for the vegetables farming and it also subsides the use of chemical fertilizer. This activity will help generate income as well as saving money.

In this connection, HPN invites quotation from eligible firm/contractor registered Government of Nepal (GoN)) for accomplishing the construction of manure shed under scope of work herein.

1. **Objective of the Service:**

To manage the excess cow dung to make fertilizer for vegetables and fodder farming, meanwhile caring for the earth and increasing the productivity of cattle farming.

1. **Scope of the work:**

In this construction project, the vendor is required to construct 65 household-level facilities in Kamalamai Municipality, Wards 4 and 5, Sindhuli. The work scope includes constructing concrete walls with iron posts and CGI roofing to cover the manure facility, along with all associated construction activities. The vendor shall be responsible for the procurement and delivery of materials to the site, mobilization of labor, and execution of the construction works. The vendor must complete 31 facilities by October 15, 2025, and the remaining facilities by 15 February 2026**.**

1. **Timeline:** As per the above-mentioned scope of work.
2. **Expected outputs/deliverables:**
3. Work progress report monthly.
4. Completion report after work completion.
5. **Mode of payment:**
6. The payment shall be made to the account of company/firms.
7. The payment will be made through Account Payee Cheque or Bank Transfer.
8. **Government Tax:** The applicable government tax shall be deducted. If there is tax exemption, the firm/company shall submit the relevant tax exemption documents.
9. **Acceptance of quotation:**

All rights to accept or reject partially/wholly a quotation, with or without giving any reasons, shall reserve with HPN. If deemed necessary, the company/firms shall be asked for modifications.

1. **Documents to be submitted by the company/firms:**

The application should contain the following documents:

1. Application letter
2. Company/firm profile
3. Sign and stamp in all pages on Terms of Reference (TOR) and complete Annex I
4. Company/Firm Registration Certificate
5. VAT/PAN Registration Certificate
6. Tax Clearance Certificate FY 080/81
7. The selected firm/company shall submit a performance security equivalent to five percent (5%) of the total contract amount, in the form of a bank guarantee, valid for a period of one year.

Interested firms/companies are requested to submit the quotation along with above documents to Procurement-NP@heifer.org mention email subject line **“Quotation to install new biogas plant and repair old plant.”** by **17th August 2025, 5: 00 PM**.

**ANNEX I: Quotation/Bidding Form**

|  |
| --- |
| **Manure Shed** |
| **Bill of Quantity per manure shed**  |
| **S.N.** | **Item Description**  |  **Unit**  |  **Quantity**  |  **Rate**  |  **Amount**  |  **Remarks**  |
| 1 | **Surface dressing, filling the hole, cutting of raised soil & levelling work.**  |  Sqm  |  15.75  |   |   |   |
| 2 | **Earthwork excavation for the foundation**  |  Cum  |  1.76  |   |   |   |
| 3 | **Stone soling**  |  Cum  |  1.40  |   |   |   |
| 4 | **1:3:6 (Cement: Sand : Mortar) concrete**  |  Cum  |  1.83  |   |   |   |
| 5 | **Reinforcement of the concrete wall 8mm** |  Kg  |  13.71  |   |   |   |
| 6 | **Form work for the concrete**  |  Sqm  |  8.70  |   |   |   |
| 7 | **Iron Work with fittings with coloring**  |  Kg  |  52.09  |   |   |   |
| 8 | **CGI sheet for the top**  |  Sqm  |  14.19  |   |   |   |
|  **Sub Total**  |  |  |
|  **Vat @ 13 %**  |  |  |
|  Grand Total for 1 unit  |  |  |
| **Grand Total for 65 Units** |  |  |

**Name of Company/firm**:

Contact Name:

Contact No:

Email:

Contact Address:

Website:

Signature:

Date:

Company/firm Stamp:

**Annex II: Drawings and Designs**





