

Terms of Reference (TOR)

To install a new biogas plant and repair the old biogas plant

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 install new biogas plant and repair old plant as clean source of energy in the dairy farmers’ households. Some of the farmers already have biogas plants but are not properly functioning, which need to repair the few of the facilities on the biogas. The detailed status of the old biogas plant which is not currently functioning has been already assessed.

In this connection, HPN invites quotation from eligible firm/organization (recognized by Alternative Energy Promotion Center-AEPC, Government of Nepal (GoN)) for accomplishing the task mentioned under scope of work herein.

2. Objective of the Service:

To install new biogas plant and repair old plant as clean source of energy in the dairy farmers’ household in Kamalamai Municipality ward 4 and 5, Sindhuli.

3. Scope of the work:

S.N	Task
1	Drawing for Biogas Plant (6 m3 capacity) installation
3	Procure and deliver required materials for new biogas plant installation and old repair
4	Installation of New Biogas plant at kamalamai municipality (25 numbers) in the selected households
5	Repair and maintenance of already installed biogas plant at Kamalamai Municipality in selected 15 household. (Inlet, Dome clearing painting, Drain Pit and Outlet 5 each)
6	Prepare standard operating procedure and troubleshooting guidelines
7	Orient the household members on biogas plant operation and simple troubleshooting
8	Assure all biogases are properly functioning at the time of handover
9	Visit all Household every 6 months for one year after installation of new plant and repair and maintenance of old biogas plants.

4. **Timeline:** The undertaking is expected to be completed in 2 months from signing of the contract. The firm/company shall provide a detailed timeline of work to be accomplished as per the contract.

5. Expected outputs/deliverables:

- i. Engineering layout and design / Drawings of New Biogas plant (6 m3 capacity)
- ii. Standard operating procedure and troubleshooting guidelines.
- iii. Work in Progress report in the halfway
- iv. Work completion report

6. Payment:

- a. The payment shall be made to the account of company/firms.
- b. The payment will be made through Account Payee Cheque or Bank Transfer.

7. **Government Tax:** The applicable government tax shall be deducted. If there is tax exemption, the firm/company shall submit the relevant tax exemption documents.

8. 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.

9. Documents to be submitted by the company/firms:

The application should contain the following documents:

- a. Application letter
- b. Company/firm profile
- c. Sign and stamp in all pages on Terms of Reference (TOR) and complete Annex I
- d. Company/Firm Registration Certificate
- e. VAT/PAN Registration Certificate
- f. Tax Clearance Certificate FY 080/81
- g. Proof of listing at Alternative Energy Promotion Center (AEPC)
- h. 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 **18th August 2025, 5: 00 PM.**

ANNEX I: Quotation/Bidding Form

S.N.	Item	Description	Unit	Quantity	Rate	Amount	Remarks
1	Biogas Installation	Installation of New Biogas plant 6 Cubic meter	Numbers	25			
Repair and Maintenance of old Biogas plant							
a.	Inlet	Repair and Maintenance	Numbers	15			
b.	Dome clearing painting and maintaining if any crack	Repair and Maintenance	Numbers	15			
c.	Drain pit	Repair and Maintenance	Numbers	15			
d.	Outlet	Repair and Maintenance	Numbers	15			
Grand Total							

Name of Company/firm:

Contact Name:

Contact No:

Email:

Contact Address:

Website:

Signature:

Date:

Company/firm Stamp: