

**Alternative Energy Promotion Centre (AEPC)  
Renewable Energy for Rural Livelihood (RERL)**

**Request for Proposal (RFP)  
For  
Adaptive Research on Electric Cooking in Off-grid Mini  
Hydro Project**

**Project Name:** Renewable Energy for Rural Livelihood (RERL)

**Office Address:** Khumaltar Height, Lalitpur, Nepal

**Date of RFP Issue:** 03 November 2021

**Deadline for Submission of RFP:** 19 November 2021

**Date: 3 November 2021**

Dear Sir/Madam,

**Subject:** Adaptive Research on Electric Cooking in Off-grid Mini Hydro Project

Please study the evaluation criteria and provide the relevant information.

To enable you to submit a proposal, attached are:

- |  |                 |
|--|-----------------|
| i. Instruction to Offeror                        | ..... Annex I   |
| ii. General Terms and Conditions of the Contract | ..... Annex II  |
| iii. Proposal Submission Form                    | ..... Annex III |
| iv. Financial Proposal Submission Form           | ..... Annex IV  |
| v. Terms of Reference (TOR)                      | ..... Annex V   |

Your offer comprising of both technical proposal and financial proposal, in a separate sealed envelope, should reach to the following address no later than **3pm, 19 November 2021**.

The National Programme Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: +977-1-5544146; 5539390  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [rerl@aepc.gov.np](mailto:rerl@aepc.gov.np)

If you require additional information, we are ready to provide information, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Satish Gautam  
National Programme Manager, RERL

## Instruction to Offeror

### A. Introduction

#### 1. General

The purpose of this RFP is to invite technical proposals from the potential company/service providers who have skill, knowledge and expertise for **Adaptive Research on Electric Cooking in Off-grid Mini Hydro Project**.

#### 2. Cost of Proposal

The Offeror shall bear all costs incurred during submitting the proposal. The Offeror shall bear all costs associated with the preparation and submission of the proposal. RERL will in no case be responsible or liable for those costs, regardless, of the conduct or outcome of the evaluation of this proposal.

### B. Solicitation Documents

#### 1. Contents of solicitation documents

Proposals must offer services for total requirement of documents. The Offeror is expected to examine all corresponding instructions; forms, terms and specifications contained in the solicitation documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the proposal.

#### 2. Clarification of solicitation documents

The Offerors requiring any clarification of the Solicitation Documents can forward their queries in the following email address:

Email: [subas.kunwar@aepec.gov.np](mailto:subas.kunwar@aepec.gov.np)

#### 3. Amendment of solicitation documents

At any time prior to the deadline for submission of proposals, RERL may, for any reason, whether at its own initiative or in response to a clarification requested by a shortlisted Offeror, modify the Solicitation Documents by amendment.

All Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. To afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, RERL will notify in time.

### C. Preparation of Proposals

#### 1. Applying for providing services

The Offerors need to read the RFP including the TOR and prepare proposal accordingly. The proposal must address all the requirements of the proposal including required documents.

## **2. Language of the proposal**

The proposal prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the Offeror and RERL shall be written in English language.

## **3. Documents comprising the proposal**

The proposal shall comprise the following **mandatory** documents:

- a. Proposal submission form
- b. Organizational Profile/Brochure—describing the nature of business, field of experience, licenses, certification and accreditations
- c. Valid registration and renewal certificate
- d. VAT Certificate
- e. Tax Clearance Certificate

## **4. Proposal form**

The Offeror shall structure the operational and technical part of its proposal as follows:

### **4.1 Institutional capacity**

The Offeror will describe its institutional capacity in brief including year of incorporation, facility and equipment, organizational structure, human resources, completed major works in similar field and financial position.

### **4.2 In case of Joint Venture, Consortium or Association**

- If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between RERL and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- After the Proposal has been submitted to RERL, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of RERL. Furthermore, neither the lead entity nor the member entities of the joint venture can:
  - a) Submit another proposal, either in its own capacity; nor
  - b) As a lead entity or a member entity for another joint venture submitting another Proposal.
- The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by RERL.

- Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
  - a) Those that were undertaken together by the joint venture; and
  - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- If a joint venture's Proposal is determined by RERL as the most responsive Proposal that offers the best value for money, RERL shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

#### **4.3 Qualification of the Service Provider**

As per attached TOR.

#### **4.4 Proposal prices**

The Offeror shall indicate on an appropriate Price Schedules, the price of a service it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the government.

#### **4.5 Proposal currencies**

All prices shall be quoted in the Nepalese Rupees (NPR).

#### **4.6 Period of validity of proposals**

Proposals shall remain valid for One Hundred And twenty (120) days after the date of the Proposal submission prescribed by the RERL, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by RERL on the grounds that it is non-responsive.

In exceptional circumstances, RERL may solicit the Offeror's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. An Offeror granting the request will not be required or permitted to modify its proposal.

#### **4.7 Format and signing of Proposals**

The Offeror shall prepare a proposal. The proposal shall be in typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

The proposal shall contain no interlineation, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the proposal.

#### **4.8 Estimated Completion Date**

The desired delivery date for completion of the assignment is **3 (three) months** from the date of signing the contract.

#### **4.9 Payment**

The RERL shall make payments to the Contractor/Offeror after acceptance by RERL of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis based on deliverables.

The payments shall be made in three parts as shown below:

(i)	20% of the total cost	Upon approval of the inception report
(ii)	40% of the total cost	Upon completion of field level activities
(iii)	40% of the total cost	Upon approval of the final report by AEPC/RERL.

### **D. Submission of Proposals**

#### **1. Sealing and marking of Proposals**

The Offeror shall seal (lahachhap) the proposal in one envelope, as detailed below.

(i) The envelope shall be Addressed to:

The National Project Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: +977-1-5544146; 5539390  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [rerl@aepc.gov.np](mailto:rerl@aepc.gov.np)

(ii) And, Marked with:

**“Adaptive Research on Electric Cooking in Off-grid Mini Hydro Project”**

**NOTE**, if the envelopes are not sealed and marked as per the instructions in this clause, RERL will not assume responsibility for the proposal's misplacement or premature opening.

#### **2. Deadline for the submission of Proposals**

Proposals must be received by RERL at the address specified under clause *Sealing and Marking of Proposals* no later than **3:00pm, 19 November 2021**.

RERL may, at its own discretion extend this deadline for the submission of proposals by amending the solicitation documents in accordance with clause *Amendments of*

*Solicitation Documents*, in which case all right and obligations of RERL and the Offeror previously subject to the deadline will thereafter be subject to the deadline as extended.

### **3. Late Proposals**

Any Proposals received by RERL after the deadline for the submission of Proposals, pursuant to clause *Deadline for the submission of Proposals*, will be rejected.

### **4. Modification and withdrawal of the Proposals**

The Offeror may withdraw its proposal after the Proposal's submission, provided that written notice of the withdrawal is received by RERL prior to the deadline prescribed for submission of the proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for the submission of the proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of period of the Proposal validity specified by the Offeror on the Proposals Submission Form.

## **E. Opening and evaluation of the Proposals**

### **1. Opening of proposals**

RERL will open the proposals in presence of the Procurement Committee at RERL office.

### **2. Clarification of the proposals**

To assist in the evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be written form and no change in price or substance of the proposals shall be sought, offered or permitted.

### **3. Preliminary examination**

The Procurer will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price errors, its proposal will be rejected. If there is a discrepancy between the words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each proposal to the Request for Proposal (RFP). For the purposes of these clauses, a

substantially responsive proposal is one which confirms to all the terms and conditions of RFP without material deviations. The producer's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

#### **4. Evaluation and comparison**

##### **Method of Selection: Quality Cost Based Selection (QCBS)**

The Purchaser shall select to award the Contract to the Bidder/Service Provider whose offer has been determined to be the lowest evaluated responsive bid.

1	Eligibility Requirement are spelt out in Clause C (3)
2	Delivery and task completion Schedule: Final: Within 3 months from the date of signing the contract.
3	Price Schedule proposed by the Bidder
4	Requirement of Terms of Reference and Scope of Work

#### **F. Award of contract**

##### **1. Award criteria, award of contract**

RERL reserves the right to accept the proposal or reject all proposals at any time prior to award of the contract, without thereby any liability to the affected Offeror or any obligation to inform the affected Offeror or Offeror of the grounds for the Purchaser's action prior to the expiration of the period of proposal validity, RERL will award the contract to the qualified Offeror whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

##### **2. Purchaser's right to vary requirements**

The Purchaser reserves the right at the time of award of the contract to vary quantity of services and goods specified in RFP without any change in price or other terms and conditions.

##### **3. Signing of the conditions**

After the evaluation of the proposals, **a selected Offeror will be asked to enter into contract.** Within 5 days of the receipt of the contract, the successful Offeror shall sign and date the contract and return it to the purchaser.



## **General Terms and Conditions of the Contract**

### **1. Independent Relationship**

Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and a servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

### **2. Organization /Expert/Consultant's General Responsibilities**

- The Organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professionals and ethical competence and integrity.
- The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.
- The Consultant shall be responsible for professional and technical services provided by him/her in the implementation of this contract.

### **3. Workmen's compensation and other insurance**

The Organization shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

### **4. Source of Instruction**

The Organization shall neither seek nor accept instructions from any authority other than RERL's authorized agent in connection with the performance of services under this contract.

### **5. Prohibition on conflicting activities**

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of RERL in respect of this evaluation.

### **6. Officials no to benefit**

The Organization warrants that no RERL has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

### **7. Assignment**

The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof rights, claims or obligations under this contract, without prior written approval of RERL.

### **8. Records, Accounts, Information and Audit**

- The organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.

- The Organization shall furnish, compile or make available at all times to RERL any records or information, oral or written, which RERL may reasonably request for in respect of the services to be performed under this contract.
- The Organization shall allow RERL or its authorized agents to inspect and audit all such records or information upon reasonable notice.

## **9. Language**

Unless otherwise specified in this contract, English language shall be used by the Organization in all written communications to RERL with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

## **10. Equipment of property**

Equipment or property furnished to the organization with funds supplied or reimbursed by RERL or its agent shall be the property of the RERL and such equipment shall be returned to the duly authorized official of RERL upon completion of the services, conclusion of this contract or upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to RERL shall be in the same conditions as when delivered to the Organization, subject to the normal wear and tear. The organization shall in any event, be liable to RERL for the loss of or damage to such equipment or property through his/her fault or negligence.

## **11. Confidential Nature of Documents**

All maps, drawings, photographs, mosaics and plans.

## **12. Amendments**

The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

## **13. Obligation to Inform RERL of change in condition**

The organization shall promptly and fully notify RERL in writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. Upon receipt of such notice, RERL shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

## **14. Taxation**

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the organization will be deducted at source.

## Proposal Submission Form (Company Letter Head)

The National Programme Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: +977-1-5544146, 5539390, Fax: +977-1-5542397  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [info.rerl@aepc.gov.np](mailto:info.rerl@aepc.gov.np)

Dear Sir,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services to conduct evaluation of the **Adaptive Research on Electric Cooking in Off-grid Mini Hydro Project** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal –whole or part –you may receive.

Dated this day/Month of year

Signature  
Name  
Position  
Stamp

Duly authorized to sign Proposal for and on behalf of

## Financial Proposal Submission Form

### PRICE SCHEDULE

The Contractor/Offerer is asked to prepare the Price Schedule along with the cost breakdown (as provided in this annex IV below) in separate envelop. All prices/rates quoted must be inclusive of all taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figure for each functional grouping or category. The format shown on the following pages should be used in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as the examples. Therefore, it should be considered as broad guidelines for Price Schedule (s).

#### Cost Breakdown by Cost Component

##### Financial Proposal (in NPR)

SN	Budget Heading	Unit	Qty.	Unit Rate	Total (NPR)	Remarks
<b>1</b>	<b>Human Resource (Implementation Support)</b>					
1.1	.....					
1.2	.....					
1.3	.....					
1.4	.....					
		<b>Total taxable amount</b>				
		VAT (13%)				
		<b>Total (1)</b>				
<b>2</b>	<b>Orientation &amp; Demonstration</b>					
<b>2.1</b>	<b>Event 1: .....</b>					
2.1.1	.....					
2.1.2	.....					
		<b>Sub-total (2.1)</b>				
<b>2.2</b>	<b>Event 2: .....</b>					
2.2.1	.....					
2.2.2	.....					
		<b>Sub-total (2.2)</b>				
<b>2.3</b>	<b>Event 3: .....</b>					
2.3.1	.....					
2.3.2	.....					
		<b>Sub-total (2.3)</b>				
		<b>Total (2)</b>				
<b>3</b>	<b>Equipment Procurement</b>					
3.1	Electric Pressure Cookers	-	-	-	NA	To be

3.2	Induction Stoves	-	-	-	NA	procured directly by RERL
3.3	Induction Supportive Cooking Utensils	-	-	-	NA	
3.4	Water Kettle	-	-	-	NA	
3.5	..... (if any)					
		Total (3)				
4	Video/ Publication					
4.1	.....					
4.2	.....					
		Total (4)				
	Grand Total (1+2+3+4)					

**Note:**

- 1) All logistic costs incurred during the course of implementation of the assignment will be made by AEPC/RERL as per its rules and procedures.
- 2) The following appliances will be procured by AEPC/RERL upon submission of technical specification by the Consultant
  - a. Electric Pressure Cookers
  - b. Induction Stoves
  - c. Induction Supportive Cooking Utensils
  - d. Water Kettle
- 3) Transportation cost shall be borne by AEPC/RERL on 'as per actual basis' after approval of submitted tickets, bills, and necessary supporting documents or as agreed between AEPC/RERL and the Consultant.

## **Annex-V**

### **Terms of Reference**

#### **Adaptive Research on Electric Cooking in Off-grid Mini Hydro Project**

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##### **1. Introduction**

The UNDP/RERL is implemented by the Alternative Energy Promotion Centre (AEPC) under the Ministry of Energy, Water Resources and Irrigation (MoEWRI) following the National Implementation Modality (NIM) Guidelines, as agreed between the Government of Nepal (GoN) and United Nations Development Programme (UNDP).

RERL is providing technical assistance to AEPC/ADB/SASEC Power System Expansion Project (Off-grid Component) to successfully demonstrate mini hydro and solar and solar/wind hybrid mini grid subprojects in rural remote off-grid areas of the country still devoid of reliable modern electricity access through a cost sharing mechanism between UNDP and Asian Development Bank (ADB).

##### **2. General Background**

Recent national data also show that about 70% of the households still depend on traditional biomass energy for cooking, a task which women is traditionally responsible for. Although Nepal is on course of meeting Sustainable Development Goal and Sustainable Energy for All commitments on electricity access for lighting, the country is facing huge challenges in providing cleaner cooking solutions to its people. Electric cooking in both urban and rural areas in Nepal is an especially big challenge as there are limits to power access and the cost of electricity is relatively expensive compared to cooking gas.

With projection of increased electricity generation over the next few years, Nepal Electricity Authority has been trying to promote electricity-based cooking in its catchment areas mostly in urban and peri-urban areas. However, such initiatives have not been very successful primarily due to the perceived high initial cost of fuel switching and also unreliable grid supply. Imported LPG is still the preferred option as the primary cooking fuel in urban and peri-urban areas. On the other hand, readily available firewood is the primary cooking fuel in majority of the vast rural areas of the country where many of AEPC-supported renewable energy technologies such as micro hydro, solar PV, biogas and improved cook stoves are installed for meeting lighting and cooking needs.

RERL conducted feasibility study and piloted electricity-based cooking in off-grid micro hydropower plants for the dual purpose of reducing the burden on dwindling forest resources and increasing the utilization of the power plant thereby improving the revenue of the plant and in turn, aiding sustainability of the off-grid plant.

### 3. Rationale

**Gender and Social Inclusion:** RERL accords high priority for drudgery reduction of women as part of mainstreaming gender equality and social inclusion into the project. As women are traditionally responsible for household cooking in the Nepali context, the project interventions in domestic cooking can actually positively impact the lives and well-being of women and can definitely contribute towards engaging women to more non-traditional gender roles. The project intends to provide cleaner and efficient cooking solutions mostly in off-grid areas shifting away from the traditional firewood-based cooking to alternatives, more specifically electricity-based cooking so as to reduce not only the time taken for cooking and but also reduce the health implications of using inefficient and dirty fuels for cooking.

**Power utilization and revenue generation:** The promotion of electricity-based cooking not only improves the lives of women on the demand side but also greatly contributes on the supply side by improving the utilization of power and revenue generation thereby aiding operational sustainability. The mini/micro hydro projects predominantly depend on domestic consumption for its revenue. With rural areas more inclined towards lighting load only, this has severely impacted on the financial and operational sustainability with lower consumption compared to the design thereby hampering cash flow into the projects. The increase in commercial load through the promotion of productive energy use in addition to the increased consumption at domestic level significantly impacts on the revenue generation of the project. With compulsory injection of loan component to construct mini hydro projects in recent times, the increased utilization and revenue generation greatly contributes to the loan repayment capacity of the projects.

### 4. Project Background

The 384 kW Tara Khola Mini Hydro Project is located in the Tara Khola Rural Municipality in Baglung district and has been providing electricity access to around 1,600 households and to productive energy uses mostly slate stone industries in the area. This pilot project is first of its kind for community-based hydropower project promoted through AEPC subsidy. The project has been developed through a Special Purpose Vehicle, a private company, to build, own and operate the project. The project is managed and operated by Tara Khola Julbidyut Company Limited, a public limited company, established for the purpose.

The project is providing uninterrupted electricity supply to its customers. However, the company is facing issues with operational sustainability due to under-utilization of power. The domestic consumption is pretty low and barely reaches 20% of the total available power at peak hours. Even the total power consumption in the slate industries is lowly 115

kW during industry operational hours. Hence, the community is facing problems to service loan from the commercial financial institution.

In order to improve the plant load factor in Tara Khola, one of the best available options is to introduce and promote greater use of electric appliances particularly electric cook stoves in the MHP catchment area.

Through this TOR, AEPC/RERL intends to hire a consulting firm (hereinafter referred to as 'Consultant') to provide expert services to assist AEPC/RERL to promote electric cooking initiatives at Tara Khola Mini Hydro Project in Baglung.

## **5. Objective**

The main objective of the assignment is to promote electric cooking in selected households of Tara Khola Mini Hydro Project. Similarly, the specific objectives of the assignment are:

- Improve access to electric cooking technologies in the local community electrified by Tara Khola Mini Hydropower
- Assess behavior change and analyze opportunities and challenges for large scale roll out of electric cooking technologies in rural areas of Nepal

## **6. Scope of Work**

The overall scope of this assignment is to provide services to AEPC/RERL to promote electric cook stove and other appliances in Tara Khola MHP. The scope of this assignment includes, but not limited to, the following:

- a. Coordinate and work closely with Tara Khola Rural Municipality, Tara Khola Julbidyut Company Limited and local community
- b. Develop questionnaires, formats and other necessary documents
- c. Select 20 HHs by developing criteria for selection for the promotion of electric appliances
- d. Demonstrate electric cooking technologies in the selected HHs including technology swapping among households
- e. Provide technical specifications of the following electrical appliances to AEPC/RERL for procurement
  - a. Electric Pressure Cookers
  - b. Induction Stoves
  - c. Induction Supportive Cooking Utensils
  - d. Water Kettle
- f. Collect individual household level energy data using appropriate energy data loggers



- g. Explore and identify service providers for supply and maintenance of appliances in the local market and develop linkages and supply chain with the costumer
- h. Explore the possibility especially with Tara Khola Jalbidhyut Company Limited for providing supply, maintenance and after sales services from existing staffs or other potential local service providers
- i. Select most potential Women Technology Promoter (WTP) and provide orientation for awareness of electric cooktop and other home appliances
- j. Conduct exist survey and submit final report of the intervention

## **7. Deliverables**

- Submission of the inception report after detail planning and discussion with AEPC/RERL
- Submission of interim report on demonstration and application of electric cooking stove including other domestic electrical appliances (pressure cooker, kettle etc.)
- Submission of the final report with data analysis and recommendation on clear strategy and intervention process with detail procedures along with lesson learned

## **8. Duration**

The duration of the assignment shall be 3 months from the date of signing the contract agreement with AEPC/RERL.

## **9. Terms of Payment**

The payment to the consultant will made in two installments, based on milestones, as follows:

First installment	20% upon approval of the inception report
Second installment	40% upon completion of field level activities
Third installment	40% after approval of the final report

## **10. Expertise and Requirement of the Consultant**

The Consultant shall compulsorily demonstrate expertise in conducting the assignment. The key requirements of the Consultant shall include, but not limited to, the following:

- The Consultant shall conform to the eligibility criteria of the firm
- The Consultant must have working experience in the area related to the proposed intervention in electric cooking
- The Consultant must have experience in implementing similar type of projects and working experience with international development partners

- The Consultant must demonstrate capacity to work with Nepal's community based mini/micro hydro projects for technology demonstration and capacity building at the local level.

## 11. Selection Process

The Consultant shall submit the following documents for ensuring eligibility for the assignment.

### Documents to be submitted by the Consultant (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 FY 2076/77
4	Technical proposal with methodology to carrying out the assignment to meet the objectives including signed CVs of resource persons
5	Financial Proposal with signed cover letter including VAT (as per given format)

The Consultant shall submit separately sealed technical and financial proposals. Technical proposals receiving the minimum percentage points of 70% in technical evaluation shall be eligible for opening up of the financial proposal. Technical proposals not obtaining the minimum cut-off percentage of 70% shall be rejected and corresponding financial proposals shall not be entertained for further evaluation process. AEPC/RERL shall follow selection based on Quality Cost Based Selection (QCBS) method.

## 12. Evaluation and Comparison

**Total Score (100%) = Technical Evaluation (70%) + Financial Evaluation (30%)**

**Maximum Total Score = 1000**

The Financial Proposal carries a total score of 300 points. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}}{\text{Bid of the firm/offerer}} \times 300$$

“Lowest Bid Offered” refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation.

The Contract will be awarded to the Consultant scoring the highest combined scores (Technical and Financial).

**Technical evaluation criteria** will be as follows:

Summary of technical proposal evaluation form	Score weight	Points obtainable
Expertise of the firm submitting proposal	20%	200
Methodology, its appropriateness to the ToR, condition, and timeliness of the implementation plan	40%	400
Qualification and experience of personnel	40%	400
<b>Total</b>		<b>1000</b>

**NOTE:** Seventy percent weightage will be given to technical proposal and thirty percent for financial proposal.

### 13. Template for Financial Proposal

The Consultant is required to submit the financial proposal, in Nepali Rupees, as per the given template below.

SN	Budget Heading	Unit	Qty.	Unit Rate	Total (NPR)	Remarks
1	Human Resource (Implementation Support)					
1.1	.....					
1.2	.....					
1.3	.....					
		Total taxable amount				
		VAT (13%)				
		Total (1)				
2	Orientation & Demonstration					
2.1	Event 1: .....					
2.1.1	.....					
2.1.2	.....					
		Sub-total (2.1)				
2.2	Event 2: .....					
2.2.1	.....					
2.2.2	.....					
		Sub-total (2.2)				
2.3	Event 3: .....					
2.3.1	.....					
2.3.2	.....					
		Sub-total (2.3)				
		Total (2)				
3	Equipment Procurement					
3.1	Electric Pressure Cookers	-	-	-	NA	To be procured directly by RERL
3.2	Induction Stoves	-	-	-	NA	
3.3	Induction Supportive Cooking Utensils	-	-	-	NA	
3.4	Water Kettle	-	-	-	NA	
3.5	..... (if any)					

		Total (3)				
4	Video/ Publication					
4.1	.....					
4.2	.....					
		Total (4)				
	Grand Total (1+2+3+4)					

**Note:**

- 1) All logistic costs incurred during the course of implementation of the assignment will be made by AEPC/RERL as per its rules and procedures.
- 2) The following appliances will be procured by AEPC/RERL upon submission of technical specification by the Consultant
  - a. Electric Pressure Cookers
  - b. Induction Stoves
  - c. Induction Supportive Cooking Utensils
  - d. Water Kettle
- 3) Transportation cost shall be borne by AEPC/RERL on 'as per actual basis' after approval of submitted tickets, bills, and necessary supporting documents or as agreed between AEPC/RERL and the Consultant.

**14. 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.

**15. 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.

**16. Force Majeure**

Without prejudice to their rights the Government and the Consultant 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 hereto 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 the other of the event, or during such event, the rights and obligations of either party shall automatically be suspended.

*If there are any queries on the ToR and/or the assignment, please feel free to contact Mr. Subas Kunwar at [subas.kunwar@aepec.gov.np](mailto:subas.kunwar@aepec.gov.np) through email.*