

Terms of Reference (ToR)

for supplying Servo Voltage Stabilizer

Project Title	Health System Recovery Project, Nuwakot
Type of service	Supply of Servo Voltage Stabilizer
Location	District (Trishuli) Hospital, Nuwakot
Name of the company/firm	External company/firm/supplier
Deadline of ITB submission	28 September 2020
Anticipated completion of project	30 November 2020

1. General Background

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its interventions in 20 districts.

2. Project Description and Rationale

Good Neighbors International with funding from the Korea International Cooperation Agency (KOICA) is implementing Health System Recovery Project (HSRP) in Nuwakot District since December 2015 with an objective of improving the health status and psychosocial well-being of community members through post-disaster recovery. HSRP covers 2 municipalities and 5 rural municipalities. The Health System Recovery Project aims:

- a. To improve Maternal and Child Health (MCH) status in target communities
- b. To improve services of Adolescent Sexual and Reproductive Health (ASRH)
- c. To improve students, psycho-social status
- d. To improve Health Facility with Functional Equipment

One of the main objectives of HSRP project is to make functional health facilities equipped with necessary equipment and furniture. KOICA has constructed 10 health posts and a district hospital in Nuwakot district. GNI Nepal is planning to supply all the necessary medical equipment and furniture to those Health Posts and hospital constructed by KOICA.

3. Support of medical equipment & Furniture and Office Furniture

Most of the health facilities in Nuwakot district were destroyed by the 2015 earthquake. HSRP has been working to re-vitalize services at health facilities. Additionally, Nepal government plans to provide basic maternity services including delivery services by establishing birthing centres at each health posts. Therefore, this Project is committed to supplying medical equipment and furniture as per the government standard.

4. Scope of the work

Under this assignment, complete furniture and equipment will be placed in newly constructed district (Trishuli) hospital. In this phase, District (Trishuli) Hospital will be supported with Medical and office Equipment & Furniture. For the uninterrupted use and safety of equipment from electricity fluctuation, it is planned to supply voltage stabiliser in the hospital. This is a ITB for supply of office equipment. The detail of required voltage stabiliser is mentioned in **Annex I**.

5. Quantity and specification of supply items

The quantity and specification of the required voltage stabiliser is mentioned in technical specification form **Annex II**.

6. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of voltage stabiliser as per the specification.
- Transportation of commodities in good condition to District (Trishuli) hospital in Nuwakot.
- Proper installation of stabiliser in hospital
- Orientation on operating/handling procedure and safety measures to concerned staffs.
- Maintenance or replacement of the Equipment, in case of problems after sales as per warranty.

7. Duration

After the signing of the agreement, it is expected that the delivery, installation and orientation should be executed within 45 days from receiving the purchase order.

The project shall be completed by 30 December 2020.

8. Budget and Payment Procedure

The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission of **ITB**. The bidding form is given in the **Annex-III**. The budget covers the price of the commodity, transportation cost, cost of installation of equipment and orientation to concerned staffs and any other applicable costs.

The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work. Any loss and/or damage of supplied commodity during packaging,

transportation, and installation will be the responsibility of supplier/firm, no compensation will be provided by GNI regarding this loss/damage.

Mode of Payment

The payment shall be made after successful supply and installation of commodity in the hospital.

9. Acceptance of Proposal

All rights to accept or reject the proposal without giving any notice and reason shall be reserved with GNI Nepal. If deemed necessary, the firm/supplier shall be asked for modification and presentation of the proposal before approval.

10. Management of the supply

The selected company/firm will be responsible to supply the commodity and be accountable for the timely delivery of the expected quality and quantity of commodities.

11. Late Bids

Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, will be declared "Late" or "Rejected" and returned unopened to the Bidder.

12. Modification and Withdrawal of Bids

The Bidder is not allowed to modify or withdraw its Bid after the Bid's submission.

13. Responsibilities

a. Supplier/firm

The supplier/firm will be responsible to accomplish the task outlined by this ToR and ensure the delivery of commodities stated above within the agreed budget and timeline.

b. GNI Nepal

- GNI Nepal guided by its policies and practices will assist the supplier/firm to achieve the objective of this ToR.
- Make physical verification and approve each equipment by a person assigned by GNI before and after dispatching of commodities.

14. Termination of the contract

GNI Nepal will terminate the contract if the supplier/firm commits a breach in the performance or observance of its obligation under this ToR. The supplier/firm shall be notified in writing a week prior to the termination of the agreement.

15. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the supplier/firm shall not disclose to any person or otherwise make use of any confidential information which the company/firm has obtained or may obtain in the course of the work relating to GNI Nepal and other stakeholders.

16. Documents to be submitted

The bid shall contain following documents:

- A. Detailed financial proposal: The proposal should include the price of commodities (including tax), transportation cost, installation cost, and any other applicable costs. Prices of commodities can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed commodities with their clear photographs (colored)/ catalogue should be included with the bid.

- B. In addition, the following documents shall be submitted by the bidder.
- a. Copy of company/firm registration
 - b. Profile of firm with relevant experiences
 - c. A copy of Tax clearance certificate
 - d. VAT/ PAN registration
 - e. Audit report
 - f. Any other relevant documents

17. How submit the bid

The EOI should reach the address below via courier or hand delivery by **17:00 hrs., 28 September 2020**. Please, enclose the bid in an envelope, do seal and mark it with **"Bid to supply voltage stabilizer"** and send to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

Annex-I

Servo Voltage Stabiliser for District (Trishuli) Hospital, Nuwakot

S.N.	Name of Equipment/ Furniture	Technical Specifications	Unit	Required Quantity
1.	Servo voltage stabiliser	<ol style="list-style-type: none">1. Capacity: 500KVA2. Input Voltage: Approx. 250V- 470V3. Output Voltage: $400 \pm 1\%$4. Phase: Three Phase.5. Type of Cooling: Oil Cooled/Air cooled6. Insulation: Class A7. Wave form Distortion: Nill8. Effect of Load Power Factor: Nill9. Ambient Temperature: 0° to 55° C10. Optional features:<ul style="list-style-type: none">▪ Cut off at two low/ two high of input voltage▪ Overload Protection▪ Single-phase Prevention▪ By-pass Arrangement▪ Surge Suppressor	pcs	1

Annex -II
Technical Specification Form

1. Servo Voltage Stabilisr

S.N.	Purchaser's Specifications	Bidder's Compliance (Yes / No)	Reference Page No	Remarks
	Voltage stabilizer			
	Manufacturer			
	Brand			
	Type / Model			
	Country of Origin			
1	Description of Function			
1.1	Servo motor controlled stabilization system that performs optimum voltage supply			
2	Operational Requirements			
2.1	Compatible to 500 KVA transformer			
3	System Configuration			
3.1	Servo motor controlled stabilization system compatible to 500 KVA transformer			
4	Technical Specifications			
4.1	Capacity: 500KVA			
4.2	Input Voltage: Approx. 250V- 470V			
4.3	Output Voltage: 400 ± 1%			
4.4	Phase: Three Phase.			
4.5	Type of Cooling: Oil Cooled/Air cooled			
4.6	Insulation: Class A			
4.7	Wave form Distortion: Nill			
4.8	Effect of Load Power Factor: Nill			
4.9	Ambient Temperature: 0° to 55° C			
4.10	Optional features: <ul style="list-style-type: none"> ▪ Cut off at two low/ two high of input voltage ▪ Overload Protection ▪ Single-phase Prevention ▪ By-pass Arrangement ▪ Surge Suppressor 			
5	Accessories, spares and consumables			
5.1	All standard accessories, consumables and parts required to operate the equipment, including all standard tools and cleaning and lubrication materials, to be included in the offer. Bidders must specify the quantity of every item included in their offer (including items not specified above)			
6	Operating Environment			

6.1	The system offered must be designed to store and be operated normally under the condition of the purchaser's country. The conditions include climate, Temperature, Humidity, etc.			
7	Standards and Safety Requirements			
7.1	Must submit ISO 9001:2015 certificate			
8	Installation and Commissioning & User Training			
8.1	Must install at hospital site and make ready to use			
9	Warranty & Maintenance Service During Warranty Period			
9.1	Comprehensive warranty for at least 5 years after installation			
9.2	During warranty period supplier must ensure preventive maintenance and corrective/breakdown maintenance whenever required			
10	Authorization			
10.1	Manufacturer's Authorization or Local Distributor Authorization (Manufacturer's Authorization to the main Distributor is also required in case of Local Authorization)			
11	Documentation			
11.1	User (Operating) manual in English			
11.2	Service (Technical / Maintenance) manual in English			
11.3	List of important spare parts and accessories with their part numbers and costing.			
11.4	Certificate of calibration and inspection from factory.			
11.5	Shall accomplish all the Qualification Criteria of the bidder mentioned in the main bid document			

Annex - III

Bid Submission Form (Office Equipment)

SN	Name of Equipment/ Furniture	Unit	Quantity	Brand Name	Unit Rate Including VAT	Total Amount in Figure NRs.	Specification form filled?	Detail catalog/manual of product attached?	Standard and safety related document attached?	Authorization document attached?
1.	Servo voltage stabiliser	Pcs	1							