

Terms of Reference (ToR)

FOR DRINKING WATER MANAGEMENT IN SCHOOLS

Project Title	Health System Recovery Project, Nuwakot
Type of project	WASH related construction and Training
Location	Bidur-04, Nuwakot
Prospective Bidder	Registered company/firm/organizations
Deadline of EOI/Tender submission	20April2018
AssignmentCompletion date	15November 2018

1.0 GENERAL INTRODUCTION

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 activities in 20 districts.

GNI Nepal with support from the Korea International Cooperation Agency (KOICA) has been implementing Health System Recovery Project (HSRP) in two municipalities and five rural municipalities of Nuwakot District since December 2015 with the major objective of improving the health status and psycho-social well-being of community members through post-disaster recovery. In total, 10 former VDCs of Nuwakot namely Belkot, Charghare, Duipipal, Ghyangphedi, Likhu, Okharpauwa, Panchakanya, Ratmate, Suryamati, and Thaprek are the working areas of HSRP.

Public infrastructure like health institutions and school buildings in Nuwakot District were heavily damaged by the 2015 Earthquake. Even in normal conditions, Water, Hygiene and Sanitation (WASH) infrastructures including toilets are essential for a healthy environment at the school. The 2015 Earthquake further deteriorated the WASH status in public schools in Nuwakot. Given this scenario, teaching-learning at the schools has been adversely affected.

One of the major objectives of the project is to improve adolescent sexual and reproductive health (ASRH) status in the project areas. This includes, in addition to other activities, building hygienic environment at 32 basic and secondary public schools. The Project has constructed and is

constructing Gender Friendly Toilets (GFT) at 14 targeted public schools. In addition to GFT construction, the Project will support schools to manage drinking water.

2.0 OBJECTIVE

The objective of this assignment is to help manage schools clean drinking water and provide WASH training to the School WASH committee, PTA, teachers and students in Nuwakot District.

3.0 SCOPE OF THE WORK

Selected firm/company/organization under this “Management of drinking water at schools” is expected to deliver the following in a package;

1. **Water quality test:** Physical, biological and chemical parameters (10 parameters) applicable. This needs to be done prior to and after installation of water purification system.
2. **Installation of water purification/Treatment system:** The purification system needs to be most sustainable in schools setting of Nepalese community. We prefer **Bio-Sand filter** as far as applicable.
3. **Construction of drinking platform:** A concrete structure with heights suitable for school children
4. **Training:** Onetime WASH training (2 days training) to participants from School WASH committee, PTA, teachers and students

HSRP, Nuwakot is planning to support 32 schools of drinking water management. However, first priority will be given to those 14 schools where the project has already constructed GFTs. Based on the availability of project’s resources and need of the schools, the Project may support the remaining 18 Schools.

Details of the schools is given in Annex I.

Note: HSRP, Nuwakot and School Management Committee of the respective school will supply available water at school premises.

4.0 BIDDING DOCUMENTS

The Scope of Work, Bidding Procedures and Contract Terms are described in the Bidding Documents. In addition to the covering letter accompanying Bidding Documents, the Bidding Documents include:

- a) The Technical Specifications
- b) The Bidding Form
- c) Terms of Reference (TOR)

The Bidder is expected to examine the Bidding Documents, including TOR, Technical specification, Bidding forms, Requirements. Failure to furnish all information required by the Bidding Documents

or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

5.0 PREPARATION OF BID

5.1 Language of Bid

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written either in English or Nepali Language.

5.2 Bid Price

Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the contract. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

5.3 Bid Currencies

Prices shall be quoted in only Nepalese Rupees both in numbers and words.

5.4 Period of Validity of Bid

5.4.1 Bids shall remain valid for 6 months from the date of opening of the Bid.

5.5 Format and Signing of Bid

5.5.1 The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written Power-of-Authority accompanying the Bid.

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

6.0 SUBMISSION OF BIDS

6.1 Sealing and Marking of Bid

6.1.1 Bid submission: Original Copy (hard copies) of all the Bid Documents shall be sealed and submitted to HSRP, Nuwakot before the closing time for submission of the bid. All the envelopes should bear the Name and Address of the Bidder and marking for the Original Copy. The envelopes should be superscribed with "**Bidding for drinking water management at schools in Nuwakot**".

6.1.2 The Bidder has the option of sending the Bids in person. Bids submitted by Telex/Telegram/Fax will not be accepted.

Each Bidder shall submit only one Bid either by itself or as a partner in a Joint Venture. A Bidder who submits or participates in more than one Bid will cause all those Bids to be rejected.

6.2 Late Bids

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

7.0 EVALUATION OF BID

7.1 Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the HSRP, Nuwakot's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

7.2 Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, HSRP, Nuwakot may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

8.0 PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS

8.1 HSRP, Nuwakot will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

8.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

8.3 Prior to the detailed evaluation, HSRP, Nuwakot will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

8.4 A Bid determined as not substantially responsive will be rejected by HSRP, Nuwakot and / or the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

9.0 EVALUATION AND COMPARISON OF BIDS

9.1 The evaluation of Bids shall be done based on the written delivered cost competitiveness basis and Bidder's track records in similar activities.

10.0 HSRP, Nuwakot's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The HSRP, Nuwakot /Procurement committee reserves the right to accept or reject any Bid at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the HSRP, Nuwakot's action.

11.0 HSRP, Nuwakot's RIGHT TO VARY QUANTITIES

HSRP, Nuwakot reserves the right to vary the quantity i.e. increase or decrease the numbers/ quantities without any change in terms and conditions during the execution of the Order.

12.0 LETTER OF INTENT/ NOTIFICATION

The letter of Intent / Notification shall be issued to the successful Bidder whose bids have been considered responsive, techno-commercially acceptable and evaluated to be the lowest. The successful Bidder shall be required to furnish a letter of acceptance within 2 days of issue of the letter of intent /Notification by Purchaser.

13.0 DURATION

The project will start immediately after the agreement signed by both parties and accomplish by 15 November 2018. The duration is not extendable.

14.0 BUDGET AND MODE OF PAYMENT

The Bidder shall submit budget sheet (A detail financial proposal) with detailed breakdown including applicable taxes at the time of proposal submission. Payment will be made in instalments.

First installment 20%, Second Instalment 40% and Third Instalment 40%.

- a. First installment after agreement,
- b. Second installment after completion of installation of water management system including

drinking platform and post-check of water quality. This payment will be done in case by case basis i.e. payment for each unit after its completion and

- c. Third installment after completion of all activities and after submission of final report.

The payment shall be made to the account of the company/firm and The payment will be made through Account Payee Cheque.

15.0 GENERAL QUALIFICATION OF THE FIRM

All public, private and non-governmental organization, registered under the authorized agency of the government of Nepal having proven relevant experience are eligible to apply for the project

The company/firm with expertise as outlined below

- a) Proven knowledge and experience of the work in relevant areas
- b) Clear understanding of right- based perspectives
- c) Good understanding and knowledge of good governance
- d) Ability to maintaining transparency and accountability
- e) Company/firm should have PAN, company registration, VAT registration and Tax clearance certificates etc.

16.0 RESPONSIBILITIES OF THE COMPANY/FIRM

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

17.0 RESPONSIBILITIES OF HSRP, Nuwakot and GNI Nepal

Remaining within the policies and practices of organizations involved in Procumbent and CRDS, its primary responsibility is to help company/firm to achieve the objective of this ToR.

18.0 Documents to be submitted by the bidder

In addition to the technical proposal and detail financial proposal of the package, the bidders should submit the following documents

- a. A copy of company/firm registration
- b. A copy of Tax clearance certificate(latest)
- c. VAT and PAN registration
- d. Audit Report (latest)
- e. Organization's profile

- f. Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services
- g. Any other relevant documents

19.0 Management of the Work

The selected company/firm shall manage the assessment and be accountable for the timely delivery of the expected quality service. The selected company/firm shall perform task in coordination with HSRP, Nuwakot.

20.0 Termination of the Contract

HSRP, Nuwakot may terminate the agreement, if the company/firm commits a breach in the performance or observance of any of its obligations under this.

21.0 Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the company/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 this assignment.

22.0 How to submit the proposal/bid

The proposal/bid should reach the address below via courier or hand delivery by 20th April 2018 by 17:00 hrs. Please, enclose the proposal in an envelope clearly marked "**Drinking water management in schools, Nuwakot**" and send it to:

Health System Recovery Project

Good Neighbors International Nepal

Bidur- 4, Nuwakot

Or

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

Annex I
Details of schools

Basic Information of schools of Ten HSRP project areas

SN	Project Areas	Name of school/level	Number of students			Number of teachers		
			Male	Female	Total	Male	Female	Total
I	Panchakanya	1. DebakiDharam Lower Secondary School	45	65	110	5	3	8
		2. Panchakanya Secondary School	121	143	264	7	5	12
II	Likhu	1. Mahendra Higher Secondary School	142	175	317	14	4	18
		2. RamayanChhap Secondary School	82	122	204	7	4	11
III	Ghyangphedi	1. Shree Ghyangphedi Lower Secondary School	85	74	159	2	5	7
IV	Belkot	1. Bhanjyang Secondary School	155	176	331	8	6	14
		2. Aarukharka Secondary School	119	137	256	6	7	13
		3. BaradeviLower Secondary School	69	63	132	2	6	8
		4. Niranjana Higher Secondary School	256	279	535	16	5	21
		5. Kalika Lower Secondary School	78	101	179	5	5	10
		6. Panchakanya Higher Secondary School	214	300	514	11	7	18
V	Duipipal	1. Shree Indreshwor Secondary School	79	101	180	5	4	9
		2. Shree Mahadev Higher Secondary School	175	252	427	11	5	16
		3. Shree Bandevi Lower Secondary School	60	70	130	3	3	6
		4. Shree Tilkesor Lower Secondary School	68	93	161	4	3	7
		5. Shree Panchase Secondary School	152	182	334	7	5	12
		6. Shree Malika Secondary School	191	210	401	8	6	14
		7. Shree Kamaru Higher Secondary School	246	329	575	12	4	16
		8. Shree Gaulingeshor Secondary School	123	154	277	6	4	10
VI	Charghare	1. Shree Birendra Secondary School	115	141	256	8	5	13
		2. Shree Mahendra Secondary School	146	136	282	11	6	17
		3. Shree Tindhare Secondary School	192	213	405	12	13	25
VII	Thaprek	1. Shree Mangala Secondary School	165	209	374	10	3	13
		2. Udyajalpadevi Secondary School	156	157	313	14	1	15
VII I	Ratmate	1. Mahadev Higher Secondary School	261	300	561	19	2	21
		2. Saraswati Lower Secondary School	66	60	126	5	4	9
		3. Sila Devi Secondary School	146	189	335	17	3	20
IX	Okharpauwa	1. Shree Okharpauwa Secondary School	154	148	302	9	7	16
		2. Shree Bhawani Secondary School	200	209	409	11	3	14
		3. Shree Shivalaya Secondary School	153	188	341	8	6	14
		4. Shree Mahakali Lower Secondary School	90	91	181	5	6	11
X	Suryamati	1. Shree Navaprakash Secondary School	98	112	210	10	4	14

First Priority schools

SN	Project Area	School	Distance from the nearest point of highway (Off-road accessibility)
1	Charghare	Shree Mahendra Secondary School	Battar-School (3 K.M.; 15 minutes off-road driving)
2		Shree Birendra Secondary School	Devighat-School (5 K.M; 20 minutes off-road driving)
3	Duipipal	Shree Indreshwor Secondary School	Kolputaar-School (25 minutes off-road driving)
4		Shree Gaulingeshor Secondary School	Ratmate- School (1.5 hours off-road driving)
5		Shree Panchase Secondary School	Kolputaar-School (1.5 hours off-road driving)
6		Shree Malika Secondary School	Ratmate- School (45 Minute off-road driving)
7	Ratmate	Saraswati Lower Secondary School	Mahadevphant-School (30 minutes off road)
8		Sila Devi Secondary School	On the highway
9	Panchakanya	DebakiDharam Lower Secondary School	Kharanitaar-School (1.5 hours off-road driving)
10	Belkot	Panchakanya Higher Secondary School	On the highway
11		Niranjana Higher Secondary School	Highway- School (15 minutes off road)
12		Baradevi Lower Secondary School	Highway (10 minutes off-road driving)
13		BelkotBhanjyang Secondary School	35 Kilo- School (1 hours off-road driving)
14	Okharpauwa	Shree Mahakali Lower Secondary School	Ktm-kaule (2 hrs) Bidur- Kaule (3 hrs)- School 15 minutes off road)

Second Priority schools:

Remaining schools: Although the project has aimed to support all 32 schools, support for second priority schools will be determined based on the availability of fund and time.