

Terms of Reference of Agriculture Market Center Development Construction	
Project Title	Inclusive Rural Development Project
Type of project	Construction of Agriculture Market Center Development
Location	Sunwal Municipality Ward Number 5
Name of the company/firm	External company/firm
Project duration	Six month
Completion report submission time	Within six month of agreement

1. Background

With the funding from KOICA and technical support of the Good Neighbors International (GNI) Nepal, SAHAMATI is implementing the “Inclusive Rural Development Project (IRDN) in Nawalpur district (Gandaki Province) and Nawalparasi district (Province 5). The overall objective of the IRDN project is to improve the socio-economic status of the target area and enhance the quality of life of local residents through the transfer of a sustainable community development model. The two-year IRDN project started in June 2019, aims to implement twenty-five locally initiated projects (LIPs) under four themes as commercial agriculture production, commercial livestock production, economic infrastructure at the community level, and youth and women’s skill development. The Locally Initiated Project (LIP) operates on the principles of transparency, participation, demand-responsiveness, greater downward accountability, and enhanced local capacity by working in partnership with local government and other supportive institutions to build small-scale infrastructure and deliver essential services. In addition, the community plans and does the project and takes responsibility for monitoring its progress.

Ward number five of the Sunawal municipality lies in the east part of the municipality and along east-west highway. The primary income source of the people is agriculture, business, and foreign employment. Based on community demand and need assessment, the IRDN project is implementing a dairy value chain development project, commercial vegetable production program, and commercial fish farming in Sunawal Municipality ward no 5, 9 & 2, respectively. Similarly, Sunawal Municipality promotes agricultural commodities such as onion, garlic, mushroom maize, and other grain crops. Sunawal 5 and its nearby wards, i.e., Sunawal 7, 8 & 11 farmers, are engaged in commercial vegetable production. Sunawal municipality is upgrading as a hub for different agricultural commodities production. Although

farmers are lured towards agriculture, there is an absence of a well-established collection center and marketing channel in Sunawal municipality. Farmers are afraid of marketing their agricultural products. There is no formal well-established agricultural market supply chain in Sunawal-5. The project has planned to develop a supply of the farmers' production in the market through a market system. Further, the centrally located Sunawal-5 in the Sunawal Municipality has excellent scope for the development of the Agriculture Market center and promotes the transaction of Agri products.

2. Project Area and Beneficiaries

The project intervenes in promoting milk production and establishing the Agriculture Market center in the Sunawal-5. Bankatti, Milan Tole, Hardiya 1, and Hardiya 2 area are pockets for milk in Sunawal-5. Similarly, the Hardiya area of Sunawal-5 municipality promotes high-value crops such as onion, garlic, and other products. Some households also depend on foreign employment (remittance) and business activities for their livelihoods. The major market center of Sunawal-5 is Bankatti Bazaar. Sunawal Bazaar and Bhumahi are nearby big market centers where people of Sunawal-5 depend mainly on the marketing of inputs and outputs, i.e., agro-vets existing at these places supply required inputs to dairy. Therefore the market center at ward number five will be good support for market networking of Agri products.

The direct beneficiaries of the market center will be dairy farmers, vegetable farmers, and input service providers of ward number five and neighbouring wards 9 and 11. The direct beneficiaries will be dairy farmers, milk chilling centers, dairy cooperatives, commercial vegetable-producing farmers, local resource persons (leader farmers), entrepreneurs, and input service providers. The project will assist 150 dairy farmers belonging to different ethnicity and capacitate them for improved dairy. The project will even assist in commercializing fresh onion, garlic, potato, mushroom, and other grains product producing farmers of Sunawal 5. Its neighbouring wards will also benefit as they can quickly sell their produced agricultural commodity with the establishment of an agriculture market centre.

Furthermore, 7000 HHs of Sunawal Municipality and around 1200 entrepreneurs in its vicinity will be benefitted from the Agriculture market center established at Sunawal-5.

3. Objectives

The project aims to increase the income of farm households through the development of the dairy value chain and marketing of the Agri products through an Agriculture market center established at Sunawal Municipality-5, Nawalparasi district.

The objective of terms of reference for the establishment of agriculture market development construction is to

- i. To construct a market center adhering to the design, estimate and specifications provided by the organization
- ii. To establish a well-managed Agriculture market center.

4. Scope of the Work

The construction of Agriculture Market Center development should be done on based of design and drawing provided by the organization which is mentioned in Annexes. The construction materials should be used as mentioned in technical specification. Similarly, the construction should be completed within six months of agreement between both parties. The user committee will also support community mobilization and solving the community-related issues.

5. Activities

For the construction of agriculture market center development, the company/firm shall:

- I. Conduct consultation meeting with Agriculture Market Center development user committee at site.
- II. Conduct meetings regularly with IRDN project and other relevant stakeholders.
- III. Agriculture Market Center development according to the design, drawing and specification provided by the organization.
- IV. Updating the progress of the work daily
- V. Preparation and submission of report bimonthly and monthly.

6. Expected Deliverables

Expected results of the construction of Agriculture Market Center Development are as follows:

- i. Inception Report with detailed methodology and work schedule within two weeks of contract.

- ii. Final Report incorporating the feedback from IRDN project.
- iii. Monthly planning

The final delivery should include:

- i. Monthly progress report
- ii. Monthly expenditure status report

The report shall be submitted in English or Nepali Language in the form of

- A hard and electronic copy of the inception report
- Hard copy and an electronic copy of monthly planning.
- Hard copy and electronic copy of monthly progress report

7. Duration

The project will start immediately after the agreement is signed by both parties and shall be completed within six months of agreement.

8. 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.

9. Company/Firm Obligation

The contractor shall;

1. Commence construction immediately after signing the agreement
2. Construct the Agriculture Market Center Development following the design, drawing, and specification (Annex)
3. Comply with the directives of the IRDN project and their nominated technical supervisor
4. Only use new materials of type and quality specified in the Bill of Quantities (Annex)
5. Present the necessary test certificates of all construction materials which will be used at the site.
6. Keep the construction site safe, i.e., free of hazardous materials, waste, and debris
7. Refrain obstruction or unnecessary interfere with public roads or footpaths on or surrounding the project site

8. Corporate with the communities working on or inhabiting the project site, including employees, government officers, and representative of other non-government organizations
9. Comply with all applicable laws, statutes, ordinances, regulations, and by-laws during the construction. Indemnify IRDN project against any penalties, fines, or other expenses payable by IRDN project due to a failure of the contractor or its employees, sub-constructors, or agents to comply with this sub-clause.
10. Accept full responsibility for the care and security against bad weather, vandalism under construction from the commencement date until the contractor handovers the Agriculture Market Center development to IRDN and receives a certificate of Final Acceptance.

10. Inspection and Testing

At any time prior to the issuance of a certificate of final acceptance, IRDN has the right to reject all or part of the works which after inspection are found to be defective or low quality; materials, workmanship, finishing or any other construction not conforming to the outlined requirements including Survey, Drawings, Specifications and the Bill of Quantities. At its own cost and expense, the contractor shall promptly rectify such defects and/or non-conformity to the satisfaction of IRDN.

11. Subcontracting

The company/firm shall not subcontract any part or the whole of the works without the prior written consent of IRDN. If the company/firm subcontracts the works, the sub-contractor(s) shall comply with all the terms and conditions of IRDN. The approval of IRDN will not relieve the company/firm of any of its liabilities or obligations. The company/firm shall be liable to the IRDN for the acts, omissions, and default of the sub-contractors.

12. Budget and mode of payment

The company/firm shall submit budget sheet with detailed breakdown including applicable taxes at the time of proposal submission.

- a. The payment shall be made to the account of the company/firm

- b. The payment will be made through Account Payee cheque.

IRDN will release 20% of the agreed amount upon signing the agreement. Upon received of the reports and found to be the satisfactory work, IRDN will release the next instalment according to the agreement.

13. General Qualification of the Firm

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

The company/firm with expertise as outlined below

- a) Proven knowledge and experience of the work on construction of building.
- b) Highly qualified team to complete the construction project
- c) Adequate human resources and equipment's required for the project
- d) Clear understanding on right- based perspectives
- e) Good understanding and knowledge of good governance
- f) Ability to maintaining transparency and accountability
- g) Company/firm should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

In case of Joint Venture (JV), all the partners shall be jointly and severely liable for the execution of the agreement in accordance with the terms and condition of the agreement. Maximum number of JV shall be two. The qualification required of the parties to the JV shall be as specified in agriculture market centre development construction in Nawalpur district.

14. Responsibilities of the company/firm

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

15. Responsibilities of IRDN

Remaining within the policies and practices of the IRDN project, its primary responsibility is to help the company/firm achieve the objective of this ToR. In addition, the IRDN project will provide technical and financial for the successful completion of the project and to solve social issues with coordination user committee and local government.

16. Documents to be submitted by the bidder

A. Technical and Financial Proposal

- a. Technical Proposal: Methodology and work plan, flowchart and timeline of the activities
- b. Financial Proposal: Rates shall be filled in the BoQ (Annex) as per the template.

B. Detail of the Company/firm

- a. A copy of company/firm registration
- b. Organization profile
- c. A copy of Tax clearance certificate
- d. VAT and PAN registration
- e. Audit Report
- f. Signed CVs of the technician/workforce
- g. Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services
- h. Any other relevant documents

17. Acceptance of Proposal

All rights to accept/reject the proposal without reason shall be reserved with the IRDN project. If deemed necessary, the IRDN shall ask the company/firm to modify and present the proposal before approval. The IRDN will select the company/firm through the Quality Based Selection (QBS) method among the short-listed firms selected from applying firms of this EOI. EOI will be evaluated on general qualification 10%, project-related experience 50%, and manpower and financial capacity 40%. The IRDN will disqualify company/firm submitting their budget over or below 25% of the estimated price by the project.

18. Bank Guarantee

Selected Company/Firm will be asked for 10% bank guarantee before agreement procedure

19. Management of the Work

The selected company/firm shall manage the assessment and be accountable for the timely delivery of the expected quality service.

20. Termination of the Contract

IRDN may terminate the agreement, if the company/firm commits a breach in the performance or observance of any of its obligations under this ToR. The company/firm shall be notified in written form one month prior to the termination of the agreement.

21. 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 the project, the respondents or otherwise.

22. Copyright

The copyright of the documents produced by the company/firm under this ToR completely belongs to IRDN.

23. How to Submit the proposal/bid

The proposal/bid should reach the address below via courier or hand delivery by the 19th of July, 2021, 17 hrs (Local Time). Please, enclose the proposal in an envelope, **do seal** and write down on cover of envelop **"Construction of Agriculture Market Center Development"** and send to

IRDN project office, Bardaghat-4, ShivalayaTole, Nawalparasi

Phone no: 078-859004

Or,

SAHAMATI CENTRAL OFFICE ,Gaindakot -5 ,Nawalparasi East

Phone no; 078-502090

Or,

Good Neighbors International, Nepal, GPO. Box: 8975 EDP 1605, Ekantakuna-13, Lalitpur
Phone no: 01-5538758

Company/Firm must submit financial and technical proposal in a different sealed envelope.

24. How to collect bidding documents

The detail TOR , BOQ, Bidding format, Specifications and Building Drawing can be download from the concerned organization website: <http://www.sahamati.org/notice> or www.gninepal.org/work-with-us/notice/

SITE DETAILS

Address	Nearest Landmark	Distance from Landmark
Bankatti, Sunawal-5, Nawalparasi-West	Sunawal Municipality	Approx 3 Km

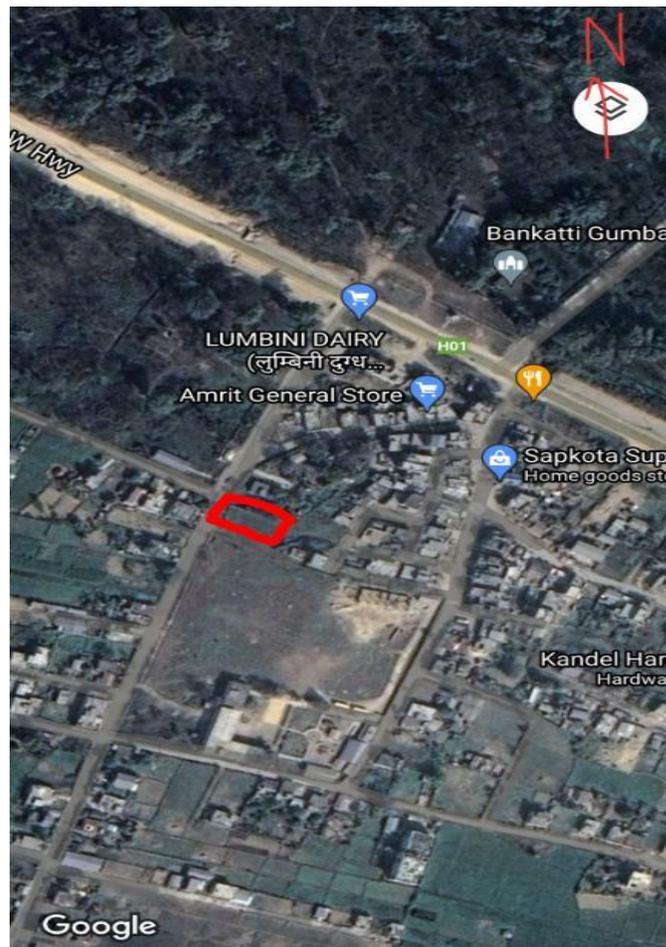


Image: Google Earth Location of the site
ANNEXES ARE ATTACHED IN THE SEPARATE FILES

ANNEX 1 : Bill of Quantities

ANNEX 2 : Technical Specification

ANNEX 3 : Drawing

NOTE: Design, drawings, specifications and estimates have been approved by the Sunawal Municipality