



**EXPRESSION OF INTEREST (EOI)**

for

**CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT)-1696Hrs  
on**

**Professional Cook**

**NATIONAL COMPETITIVE BIDDING (NCB)**

**Project Name:** Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)- Phase-II

**EOI Number:** .....

**Issued By:** Panauti Municipality

**Office address:** Kavrepalanchowk

**Phone:** 011-440136

**Email:** [info@panautimun.gov.np](mailto:info@panautimun.gov.np), [panautieducation@gmail.com](mailto:panautieducation@gmail.com)

**Website:** <https://panautimun.gov.np>

**Issued on:** 28 October 2023

**Financing Agency:** Swiss Agency for Development and Cooperation,

## Contents

Acronyms .....	2
Definition of Terms .....	3
Section 1. NOTICE FOR EXPRESSION OF INTEREST (EOI).....	4
Section 2. EOI Submission Letter .....	4
Section 3: EOI Format to Training Provider .....	14
Section 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff.....	<b>Error! Bookmark not defined.</b>
Section 5: Terms of Reference .....	<b>Error! Bookmark not defined.</b>
Section 6: Eligibility Criteria for Bidder .....	<b>Error! Bookmark not defined.</b>
Section 7: EOI Evaluation Criteria .....	<b>Error! Bookmark not defined.</b>

## Acronyms

CV	Curriculum Vitae
CTEVT	Council for Technical Education and Vocational Training
DO	Development Partner
EA	Executive Agency
ENSSURE	Enhanced Skills for Sustainable and Rewarding Employment
EOI	Expression of Interest
HR	Human Resources
GoN	Government of Nepal
NSTB	National Skill Testing Board
OHS	Occupational Health and Safety
OJT	On the Job Training
PAN	Personal Account Number
PPA	Public Procurement Act
PPR	Public Procurement Regulation
QCBS	Quality and Cost Based Selection
RfP	Request for Proposal
TNA	Training Need Assessment
TOR	Terms of Reference
ToT	Training of Trainers
TP	Training Provider
TSLC	Technical School Leaving Certificate
RM	Rural Panauti Municipality
SP	Service Provider
VAT	Value Added Tax

## Definition of Terms

Unless and otherwise specified, the following terms used in this document have the following meanings.

- Consortium:** The partner industries, which have agreed with the training providers to provide on the job training facilities to the trainees in its industry.
- Trainees:** Selected participants from the pre-defined targeted beneficiaries.
- Industries:** Companies, which agreed with the training providers to facilities on the job training in their industry.
- Occupation:** The title applied to a specified list of duties and responsibilities performed by a person for the usual purpose of earning and living.
- Terms of Reference:** Terms of reference are the instructions given to the bidders regarding the statement of the background, objectives, purpose of a program, project, or proposal.
- Technical Proposal:** A proposal submitted by the bidders with all the technical details for implementation of the proposed assignments.
- Financial Proposal:** A proposal submitted by the bidder with all the financial details of cost required for execution of the proposed assignment as per the technical proposal.
- Pre-proposal meeting:** A meeting organized for the bidders to clarify on the request of proposal.

**NOTICE FOR EXPRESSION OF INTEREST(EOI)**  
PANAUTI MUNICIPALITY  
OFFICE OF THE MUNICIPAL EXECUTIVE  
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project, Phase-II  
Lalitpur

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**  
**FOR CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT)**

**Date of first publication: 28<sup>th</sup> October 2023**

Financing Agency: Swiss Agency for Development and Cooperation

1. Enhanced skills for sustainable and rewarding employment (ENSSURE-II) is a bilateral initiative of the government of Nepal (GoN) and the Government of Switzerland implemented by 3 spheres of government at Federal, Provincial and Local level with technical assistance from Helvetas Nepal. The overall goal of the project is to contribute for improved living standard of **"Nepalese youths' women and men, gain social and economic benefits from a federalized TVET system."**
2. The Panauti Municipality now invites Expression of Interest (EOI) from interested eligible consultant or TPs to train **40 participants in Professional Cook (Level-II with 1696 hrs) under training with OJT in FY 2080/81.**
3. The main objective of this assignment is to deliver quality skills training for the targeted beneficiaries, following the minimum standards outlined in the CTEVT approved curriculum and National Occupational Skill Standards (NOSS) of National Skills Testing Board (NSTB)
4. After completing the training, the participants will appear in skill testing Level-2 ensuring certification of at least 80% of the trainees and the Training Providers also assist them for employment so that at least 80% of the graduates have sustainable and rewarding employment in trained occupations.
5. Interested eligible consultant or TPs may obtain further information at the Panauti Municipality office, Panauti, Kavrepalanchowk during office hours on or **before 11<sup>th</sup>, November 2023.** EOI document shall be obtained free of cost at Website of Panauti Municipality <https://panautimun.gov.np>
6. The training events must be conducted in the venue/s having adequate training facilities for the proposed occupation/s. Conducting trainings in temporary (Mobile based) settings are not allowed but approved and authentic branch office of TPs will be considered as training venue.
7. EOI will be assessed based on Qualification (40%), Experience (50%) and Capacity (10%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RfP). The minimum score to pass the EOI is 60 points.
8. Documents of the experience and other evidence copies of certificates shall be duly notarized.
9. Complete EOI documents shall be submitted **11<sup>th</sup>, November 2023.** 12PM, EOI received after this deadline will be rejected.
10. If the last date of submission of EOI falls on public holiday, then the next working day shall be considered as the last date.
11. Panauti Municipality reserves the right to shortlist or not shortlist any or all the applicant(s) without assigning any reason whatsoever.

**Chief Administrative officer**  
**Panauti Municipality**  
**Kavrepalanchowk Nepal**

### ***Instructions for submission of Expression of Interest***

1. Expression of Interest may be submitted by a sole firm. Sub-contracting, Joint Venture, and franchising shall not be allowed.
2. Interested consultants must provide information indicating that they are qualified to perform the training as described in TOR & Evaluation Section.
3. This expression of interest is open to all eligible ***consulting firm or Training Provider***.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 15 months after signing the contract.
6. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
7. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Eol Submission Letter (Form 1)*
    - *EOI Form: Eol Format to Training Provider (Form 2)*
    - *EOI Form: Format of Curriculum Vitae (CV) for Proposed Professional Staff (Form 3)*
8. Applicants may submit additional information with their application, but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
- 9. The completed EOI document must be submitted through e-GP on or before the end date. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of EOI shall not be considered for evaluation. ***Separate EOI should be submitted for each package/occupation.*****

# Terms of Reference (TOR)

## Conducting 1696 hrs. Training with OJT Program as per CTEVT's Professional Courses

---

### 1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4 years long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, to gain social and economic benefits from a federalized TVET system. To the end, the Project has been helping 3 spheres of government to assume their constitutional responsibilities in delivering TVET functions. Likewise, the project has been closely working with industries and their associations to reduce the mismatch in skills in demand and skills in supply, as well as improving the employability of skilled human resources.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at the federal level, which includes developing/updating the curriculum and developing various guidelines. At the province level, the Ministry of Social Development (MoSD) implements the project activities which include implementing the Dual VET apprenticeship program. Likewise, municipalities are responsible for delivering project activities at the local level which includes implementing training with OJT among other activities. Helvetas Nepal is Technical Assistance (TA) Provider in the project. It is responsible for supporting 3 spheres of government to plan and implement the project activities and ensure their qualities.

Training need assessment (TNA) conducted by Panauti Municipality has identified the **Professional Cook** as an occupation in high demand. Accordingly, the Panauti Municipality is planning to conduct the 1696 hrs training with OJT as listed below:

S.N.	Occupation	Allocated Number
1	Professional Cook	40

The primary target groups of the training are women and youths from disadvantaged groups. The Panauti Municipality invites proposals from interested and qualified Training Institute to deliver the training as per the CTVET-approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2080/081 and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables and etc.

### 2. Objectives of the Assignment

The main objective of the assignment is to provide quality skill training to the youths (at least 60% from the disadvantaged group of which 55% are women) as per the CTEVT-approved Professional curricula, facilitating their skill test and placement to sustainable and rewarding employment.

### 3. Program Overview

Following is the overview of the program of this assignment.

Beneficiaries	Nepalese youth (16 years and above)
Training Hours	1696 Hrs. (Covering common module and technical module)
Practical V/S Theory	As provisioned in the CTEVT curriculum
Attendance	Minimum 90 percent to qualify for Skill Testing
Curriculum	CTEVT-approved professional course (Level II) in the related occupation
Duration of training/period	260 training days in 10 months training duration (Total period of contract will of 15 months)
Skill test	The TPs shall have the responsibility to conduct the skill test in the appropriate skill test Center/location
Training delivery Model	Combination of Center-based and industry-based (OJT)

### 4. Scope of Work

Based on the "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८", the followings are major scope of work:

#### 4.1 Pre-training stage:

- Submit inception report with detailed activity plan as per the format prescribed training implementation guideline.
- Conduct social marketing and outreach activities.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator and instructors.
- Develop a detailed training plan comprising OJT in association with the OJT providers.
- Select the trainees in coordination with different entities including local organizations.
- Manage other required logistics.
- Develop and maintain a code of conduct for the trainees.

#### **4.2 During the training stage:**

##### **4.2.1. Centre-based training**

- Submit commencement report within 15 days of commencement of training.
- Conduct training programs following the curriculum with 2 trainers for 20 trainees.
- Implement training programs according to the detailed training plan.
- Maintain a conducive environment for training including Occupational Health and Safety
- Provide tiffin and travel allowances to the trainees according to the provisions set out in the contract.
- Conduct and document performance evaluation of individual trainee
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Prepare a detailed OJT plan in coordination with the In-Company Trainer of the OJT-providing industries.
- Assign OJT Supervisor for regular coordination, monitoring and supervision during the OJT period
- Submit progress reports and center-based training completion reports as per reporting requirements as mentioned in the contract agreement.

##### **4.2.2. Industry-based training (OJT)**

- Perform regular training supervision and monitoring activities by the OJT supervisor.
- Conduct and document performance evaluations of individual trainees.
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Maintain all the training documents including the database.
- Submit progress reports as per reporting requirements as per the contract and training completion report to CTEVT/ENSSURE.

#### **4.3. Post-training stage:**

- Coordinate for conducting skill tests immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to concerned municipality/ENSSURE-II.
- Follow the provisions set out in the related documents.

### **5. Geographical Coverage:**

The training program will be conducted within the geographical area of Panauti Municipality. The Training Providers will implement the training in collaboration with industries/businesses at the local level for industry-based training (OJT).

### **6. Selection of Participants:**

The Training Providers will follow the "कार्गयत अभ्यास सहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८". Representative from the industries must be involved in the trainee selection process. Priorities will be given to local applicants for the training program.



## 7. Duration of the Assignment:

The duration of this assignment will be of 15 months after signing the contract. The Training Providers will submit a detailed work plan along with a human resource plan including institute-based training and on-the-job training (industry-based).

## 8. Qualification of Key Experts

Following are the tables for key experts and support staffs necessary to conduct a training.

S. No.	Expert	Number	Minimum Qualification and experience
<b>Key Experts:</b>			
1	Training Coordinator	1	Bachelor in any discipline with 3 years of specific experience in a related subject or Diploma in the related technical field with 3 years of specific experience.
2	Trainer/Instructors	4 (20:2)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
3	OJT Supervisor	2 (20:1)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
<b>Additional Human Resources:</b>			
1	Database Expert	1	+2 or equivalent with a minimum of 3 months of computer training from a recognized institution and 2 years of specific experience in the related field.
2	Monitoring and placement support officer	1	+2 or equivalent with a minimum of 2 years of specific experience in the related subject.

## 9. Physical infrastructure and Facilities Requirements

The Training Providers must have the adequate physical infrastructures and facilities for the training program as stated in the curriculum, such as well-equipped classrooms, practical labs, instructor's preparation room, restrooms, library, extra-curricular facilities and adequate tools, equipment and training materials, safety equipment/provisions as stated in the curriculum of CTEVT.

## 10. Roles, Responsibilities, and Limitations of Different Entities:

### 10.1 Panauti Municipality

- Maintain effective communication with relevant stakeholders.
- Support Training Providers in conducting market assessment/training need assessment.
- Procure the service and award the contract to service providers.
- Conduct monitoring and evaluation-related tasks under the program.
- Provide necessary documents to service providers.

### 10.2 Training Provider

The roles, responsibilities and limitations of Training Providers include the following in addition to the responsibility and job as prescribed in "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (प्रथम संसोधन २०७८)".

- Conduct outreach activities and social marketing focusing on the target group.

- Submit a report to the Panauti Municipality as per the reporting obligation.
- Conduct regular interaction programs with industries and employers to increase prospects of employment.
- Ensure effective implementation of both off-the-job training and on-the-job training.
- Select appropriate industry partners for conducting OJT.
- Ensure safety measures throughout the training course.
- Prepare training plan for center-based and industry-based training (OJT) in consultation with trainers and in-company trainers.
- Conduct performance assessment according to the guidelines.
- Appoint necessary human resources including Training Coordinators who will liaison with stakeholders.
- Ensure the group personal accidental insurance to trainees covering the whole duration of the training period.
- Provide opportunities to learn new technology wherever possible in order to increase the employability of trainees.
- Maintain daily attendance records of trainers and trainees and other documents as required.
- Devise an effective internal monitoring mechanism to ensure the quality and effectiveness of training.
- Facilitate and coordinate with related employers for the job placement of trainees
- Follow the curriculum and procedures as approved by CTEVT.
- Coordinate with NSTB for timely skill testing of the trainees.
- Sign MoU with OJT providers for the OJT placement

### **10.3 OJT Providers**

- Sign MoUs with Training Institute.
- Ensure safety measures throughout the course.
- Maintain communication with Training Providers and trainees.
- Support Panauti Municipality in monitoring and evaluation.
- Prepare a training plan in consultation with the Training Institute.

### **10.4 Project support unit (PSU)/Helvetas Nepal**

The PSU /Helvetas will be mainly responsible for providing technical assistance to the municipality to ensure the quality of the training.

- Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation and provide monitoring reports to the municipality with recommendations for further action.
- Support in the training information dissemination and increase in outreach activities in order to increase the participation of disadvantaged groups and women.
- Facilitate linkage between the training providers and the industries for industry-based training.
- Support training providers to develop training progress reports, database operation, and management.
- Support in capacity building of the training providers/industries.

### **10.5 Trainee**

- Attend classes regularly (must maintain at least 90 percent attendance).
- Maintain discipline in the class/institution/industry.
- Co-operate with Panauti Municipality/Training Providers in the information collection for baseline and follow-up surveys.
- Maintain the trainee's learning diary.
- Do and follow all the responsibilities and performance as per the prescribed guideline.

## 11. Monitoring Mechanism

The monitoring of the Training with OJT program will be carried out by different levels such as schools, the project, Local Governments, the Ministry of Social Development, and other related institutions. Training Providers will establish a dedicated monitoring unit for the purpose of monitoring project input, output, and outcomes. Training Providers will also monitor the activities during the training and OJT period. The results of monitoring will be used for planning purposes. The monitoring system will be integrated with the project Management Information System. Training Providers will have a system of storing information and will update websites regularly.

A decentralized monitoring team consisting of officials from LGs will be constituted to monitor the activities of professional training. The monitoring team will also consist of representatives from ENSSURE/Helvetas Nepal. The frequencies of monitoring will take place five times or as per the Monitoring Guidelines of Training with OJT. The first visit by the monitoring team will be at the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. At least two monitoring visits will take place during the institute-based training. The next monitoring visit will take place during the OJT placement and another monitoring will take place in the skill testing process. Standard templates will be developed for the purpose of getting information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. Ministry of Social Development will also monitor on a sample basis.

## 12. Expected Outputs/Outcomes

Unemployed Nepalese youth will receive training on training with the OJT program, as per CTEVT professional curricula, of which:

- 60% of the participants from the disadvantaged group of which 55% should be women
- 90% of the training participants are graduated
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.

## 13. Payment Schedule

The fund will be disbursed in 4 instalments as per the schedule below:

Instalment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of Center-based training	Training commencement report Batch-wise database report of enrolled trainees Memo printed from the database system.	40% of direct training cost	After 15 days of training commencement based on enrolled trainees
Second	Institute-based training completed	Training progress report after Center-based training completion OJT plan entry in the prescribed database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement
Third	Industry-based training was completed, and graduates participated in skill test	Training Completion report (including Center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Report of skill test result >80% and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainee record. The reimbursable cost will be paid as per the actual basis of the attendance sheet of trainees.

## 14. Eligibility Criteria

To be eligible in the selection process, the Training Institutes must fulfill the following eligibility criteria.

- a) Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s;
- b) VAT registration.
- c) Valid CTEVT affiliation to conduct 1400-1696 hours training in a related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in a related occupation or Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation.
- d) Tax clearance certificate for the last three fiscal years.
- e) Audit report for the last three fiscal.
- f) At least NRs. 2 million average annual turnovers in the last three years.
- g) Have evidence of conduction of CTEVT- certified vocational training programs of a minimum of 390 hrs. or Pre-diploma/Diploma or professional training courses of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)
- h) Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offense relating to the concerned profession or business.

*Note: All evidencing documents should duly notarized.*

## 15. Technical Proposal Evaluation Criteria

Evaluation of the bidders shall be done based on the QCBS method. The technical proposal will be evaluated under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal/s to be accepted is 60. The proposal/s will be ranked based on the total (technical and financial) score obtained. Thereafter, contract negotiation will be started with the top-ranked bidder. If the negotiation is successful, then a contract for this scope of work will be signed with the bidder. If negotiation with the top-ranked bidder fails, then the second-ranked bidder will be called for negotiation, and so on.

S.N.	Evaluation Criteria	Max. point Allocated
1	Qualification of human resources (35%)	40
2	Experiences of institute (50%)	50
3	Capacity of institute (15%)	10
	Total	100

The minimum score required to pass is: 60.

EOI will be assessed based on Qualification (35%), Experience (50%) and Capacity (15%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RfP). The RfP selection process will follow Quality and Cost Based Selection (QCBS) (80% Technical and 20% Financial) and will be in accordance with the Public Procurement Act 2063 and its amendments 2073 and Public Procurement Regulations, 2064 and its amendments.

## **EOI Forms & Formats**

Form 1. EOI Submission Letter

Form 2. EOI Format to Training Provider

Form 3. Format of Curriculum Vitae (CV) for Proposed Professional Staff

**Form 1. EOI Submission Letter**

Date: .....

The Chief Administrative Officer  
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project Phase-II  
Panauti Municipality, Kavrepalanchowk Nepal

**Subject: Submission of the Expression of Interest (EOI)**

Dear Sir:

We, the undersigned, are interested to provide the Consulting Service for conducting training courses as per the CTEVT approved curriculum (1696 hours including on the job training) on.... **(Insert Occupation)** ... in accordance with your EOI notice dated **28<sup>th</sup> October 2023**

We are hereby submitting our EOI in a sealed envelope.

We hereby confirm that our EOI is in accordance with the EOI format and TOR issued by the project.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Training Provider:

Address:

Seal of the Training Provider:

## Form 2 : Eol Format to Training Provider

Interested private TPs are requested to submit their Eol along with the required information and supporting documents listed below. The applications should also include authorized signatures and office seals assuring the authentic and correctness of information provided. Please refer the Terms of Reference (TOR) issued by the Panauti Municipality.

*Panauti Municipality reserves the rights to reject any or all Eols with or without furnishing any reasons to the firms concerned. The procurement of the services under the announcement will be subjected to the Government of Nepal's Public Procurement Act 2063 and its amendments and Regulations 2064 and its amendments.*

### Important Notes

- ❖ Detailed information of the TP and Consortium Industry/ies is required.
- ❖ Sub-contracting, Joint Venture, and franchising shall not be allowed.
- ❖ All the documents evidences should be duly certified from the notary public.
- ❖ Eol without all the required documentary evidence will not be evaluated.
- ❖ Please fill in all rows. Write "NA" If information is not applicable.
- ❖ Separate EOI should be submitted for each occupation.
- ❖ Conducting trainings in temporary (Mobile based) settings are not allowed but approved and authentic branch office of TPs will be considered as a training venue.

### Eligibility Assessment Criteria for Bidder

To be eligible in the bidding process, the training provider along with its consortium must meet the following criteria. **Please submit the eligibility assessment documents separately according to the following order.**

S.N.	Particulars	The Documents to be Attached	Attached? (Yes or No)
1	Eol Form 1 (Letter of Application)	Original Letter in the Letter Head of the TPs	
2	Eol documents (Eol form 2-3)	Original report with signed and stamp of institution	
2	Firm's renewal, organization or company registration in company registrar indicating at least three years standing of the firm/s;	Notary certified copy of company registration	
3	VAT registration	Notary certified copy of VAT registration.	
4	Affiliation with CTEVT for proposed occupation along with letter of renewal	Notary certified copy of CTEVT affiliation letter	
5	Tax clearance certificate for the last three fiscal years	Last three years notary certified copy of tax clearance certificates	
6	Average annual turnover of Rs. 2 million based upon tax clearance certificates of last three FY		
7	Audit report of last three years		
8	Have at least three years working experiences in CTEVT- certified vocational training programs of minimum 390 hrs or one year working experience in professional training of CTEVT with skill test or Pre-diploma/Diploma of CTEVT course in the FY 2077/078 to 2079/080.	Notary certified copy of Experience letter of Funding Agencies and NSTB showing participation in Skill Test	
9	Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business	Original declaration Letter in the Letter Head of the TPs	

### A. General Information of Training Provider (TP)

S.N.	Description			Remark
1	Name of the TP/Institute			
2	Address	District		
		Panauti Municipality/RM		
		Ward No.		
3	Contact Detail	Office Phone No.		
		Email Address		
4	Contact Person	Name		
		Designation		
		Mobile No.		
		Email address		

### B. Legal Information

1	Main Shareholders and Their Holding	Name	Shared Percentage	Remark
2	<b>Head of Organization</b>			
	Name			
	Home Address			
	Mobile			
	Email Address			
3	Company Registration Status	Registration Number		
		Registered Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		



**C. Brief Information of the Organization** (Please provide brief information of the organization including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (Maximum 2 pages).

1. **Vision:**

2. **Mission:**

3. **Goal:**

**4. Areas of Expertise**

SN	Sector	Occupation
1		
2		

5. **Main Geographical Regions of Experience:**

6. **Organizational Chart including the full name of Board of Directors:**

7. **Please provide information of the legally established branch offices ,If applicable.**

Information	Branch 1v	Branch 2
District		
Panauti Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		
Contact Person's Mobile Number		
Email		

*(Please add more in this table if you have more than 2 branches in operations.)*

8. **Others:**

**D. Human Resource Strength of TP**

Minimum qualification for Instructor/ OJT supervisor must be Diploma or Skill Test Level-3 Pass in related occupation or as per curriculum.

**List of proposed key Staffs to be involved in proposed training including OJT**

SN	Name	Proposed position	Qualification	Experience yrs.	ToT /instructional skills	Contact No
1						

2						
3						

(Please provide the list including Training Coordinator, trainers and OJT supervisors and attach CVs and testimonials (notarized) of the Key staffs in Annex)

**E. Working Experience of TP**

**E.1 : General Work Experience**

General training experience within last 3 years (more than and equal to 390 hrs. in any occupation) .

S.N.	Occupations/Level	Number of Trainees agreed	Number of Trainees completed the training	Number of Trainees passing Skill test	Number of graduates Employed	Funding Organization/client (write full name and address)	Locations where training was conducted	In which Fiscal Year training was conducted?
1								
2								
3								
4								
5								

*Please attach the notarized copy of evidences in Annex.*

**E.2 : Specific Experience**

Training Experience in proposed occupation within last 3 years (more than and equal to 390 hrs.) ( 2070/071, 2071/072, 2072/073, 2073/074, 2074/075 and 2075/076, 2076/077)

S.N.	Occupations/Level	Number of Trainees agreed	Number of Trainees completed the training	Number of Trainees passing Skill test	Number of graduates Employed	Funding Organization/client (write full name and address)	Locations where training was conducted	In which Fiscal Year training was conducted?
1								
2								
3								
4								
5								

*Please attach the notarized copy of evidences in Annex.*

**E.3: Geographic Experience**

Training conducted in proposed province/districts/Panauti Municipality's within last 3 years (more than and equal to 390 hrs. training in any occupation)

S.N.	Occupations/Level	Number of Trainees completed the training	Funding Organization/client (write full name and address)	Location where training was conducted	In which Fiscal Year training was conducted?
1					
2					
3					
4					
5					

Please attach the notarized copy of evidences in Annex.

## F. Infrastructure and Equipment

**Availability of Infrastructure:** Office Building, Classrooms, Practical Workshops, Lab, Library, Hostels for male and female, Toilets for man and woman, furniture etc.

### F.1. Office Space and Training Facilities (Training Provider)

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

### F.2. List of tools, equipment, and training materials available with Training Provider.

[Please mention the list of teaching learning materials for those occupations in which you are intended to apply in this EOI. You can add more rows where necessary.]

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

## G. Financial Information of Training Provider (Please submit the notarized copy of financial documents in ANNEX)

Description	FY 2077/78	FY 2078/079	FY 2079/080	Total	Remark
Annual turnover (Rs.) (According to audit report)					
Net profit (Rs.) (According to audit report)					

**H. Training programs you intend to deliver under This EOI**

[Please be realistic while purposing the number of trainees and occupations.]

Name of Occupation	Proposed Location	Proposed Number

**Declaration**

We hereby declare that all the information provided above is correct.

Name of Authorised Representative:

Signature: .....

Designation:

Date:

Official Seal

Form 3: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: \_\_\_\_\_

Name of Training Provider: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Phone/Mobile No. of Staff \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with TP: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

**Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Qualification	Institute/School/College	Year of Completion

**Employment Record:**

[Starting with present position, list every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Duration and Position	Employer	Major tasks Performed

**Training:**

[Summarize relevant training successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member and authorized representative of the consultant] Day/Month/Year]

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal of the Training provider: \_\_\_\_\_