

REQUEST FOR QUOTATION (RFQ)

Malikarjun Rural Municipality

Type of Procurement: Consulting Services

Title of Services: Hiring a Firm for Mini Tiller Maintenance Training

Reference ID: MRM/RFQ/01-2082/083

Date of Issue of Request: B.S. 2082/12/20

Date of Deadline of Submission: 2083/01/04, 12:00 PM

Date of Opening of Proposal: 2083/01/04, 01:00 PM

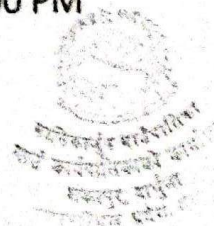


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A. Request for Quotation

Malikarjun Rural Municipality, Darchula District

Request for Quotation

for

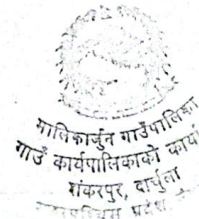
HIRING A FIRM FOR MINI TILLER MAINTINANCE TRAINING

(Date of First Publication: B.S. 2082/12/20 Friday)

1. The Malikarjun Rural Municipality, Office of Rural Municipal Executives, Shankarpur, Darchula, In collaboration with the National Employment Promotion Program (NEPP), has received financial support from the Government of Nepal as fiscal equalization grant and intends to apply part of the proceeds toward payments under the contract for *Hiring a Firm for Mini Tiller Maintenance Training*.
2. A firm will be selected through an open competitive process under the procedures of Public Procurement Act, 2007 (2063 B.S.) and Public Procurement Regulations, 2007 (2064 B.S.) from Request for Quotation (RFQ).
3. Malikarjun Rural Municipality, Darchula District invites sealed quotation from the qualified firms. The brief description of the procurement is as follows.

| N. | Description | Estimated Amount (With VAT) | RFQ Document fee (non-refundable) | Deadline of RFQ-document purchase | RFQ submission deadline (Date and Time) | RFQ-Opening Date and Time |
|----|---|-----------------------------|-----------------------------------|-----------------------------------|---|---------------------------|
| 1 | Hiring a Firm for Mini Tiller Maintenance Training (Proc. Ref. No. MRM/RFQ/01-2082/083) | 349961.00 | NRs. 1000 | 2083/01/03 | 2083/01/04, 12:00 PM | 2083/01/04, 1:00 PM |

4. The details of the service requirements, eligibility and qualifications required is found in terms of reference (Annex-1).
5. Experienced and qualified service providers and the service providers registered in the same district will get advantage.
6. In case of last date for purchasing, submission and opening of RFQs falls on a government holiday, the next working day shall be considered the last day. In such a case, the RFQ validity shall be recognized from the original RFQ submission deadline.
7. The financial proposal should be submitted in a separate envelope. It will be opened only after the technical scores have been finalized, in the presence of the respective bidders (if available).
8. The Malikarjun Rural Municipality reserves the right to accept or reject any RFQ and to annul the procurement process and reject all RFQs at any time prior to Contract Award, without thereby incurring any liability to Bidders/Applicants.
9. The Service provider should submit the RFQ document purchase bank voucher or cash deposit receipt at Office with the proposal submission. RFQ Document fee should be submitted in following account:
 - Name of the Bank: Macharpuchhre Bank Ltd. Malikarjun Branch, Darchula
 - Name of Account: Malikarjun Rural Municipality
 - Office Account No. 0890067449600115
10. For quotation document and other information, please consult to the address below.
Address: Malikarjun Rural Municipality, Shankarpur, Darchula.
Telephone No: 9858784513, 9868432903
Website: <https://www.malikaarjunmun.gov.np>



B. Instruction to the Bidders

1. To assist you in the preparation of your price quotation, the necessary technical specifications, Service requirements and price schedule with required quantity are enclosed herewith.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered in the following address:

Rural Municipality Address: Malikarjun-8, Darchula
Rural Municipality Name: Malikarjun Rural Municipality
Telephone: 9868432903
Email: mrmmdarchula@gmail.com

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) including names and addresses of firms providing service facilities.
4. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
5. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions/Terms of Reference of goods and services is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted for goods and **services required** and delivery to the Malikarjun Rural Municipality, Darchula District (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).
 - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications/**Services** will be evaluated by comparison of their technical capabilities and prices as indicated below. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Malikarjun Rural Municipality will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Malikarjun Rural Municipality will adjust for any arithmetical errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) If a Service Provider refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include Value Added Tax (VAT).

The selection of service provider will be based on Public Procurement Act, 2007 (2063 B.S.) and Public Procurement Regulations, 2007 (2064 B.S.). The brief process is described below.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be evaluated applying the following **rated and weighted evaluation criteria**.

| | | |
|---|--|------------|
| 1 | Number of years of experience of Firm in any vocational skills training | 10 |
| 2 | Experience in relevant trades | 15 |
| 3 | Experience and Registration in the same district if yes gets full marks, if no gets no marks | 5 |
| 4 | Approach, Methodology, work plan and responding to Terms of Reference | 25 |
| 5 | Qualification and Experience of Key Personnel and Technology/Knowledge Transfer | 45 |
| 6 | Cost of the Proposal/Financial Proposal | 20 |
| | Total | 100 |

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गाउँ कार्यपालिकाको कार्यालय
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लुम्बिनी प्रदेश, नेपाल

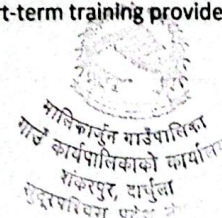
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Sub-Caterogies will be as follows:

| | | |
|---|--|-----------|
| 1 | Number of years of experience of firm in any vocational skills trating | 10 |
| | >7 years and above gets full marks (100%) | 10 |
| | 5-7 years gets 90% | 9 |
| | 3-5 years gets 70% | 7 |
| 2 | Experienc in relevent trade(s) - 390 hour training experience | 15 |
| | Power/Mini Tiller experience gets 15, if Other relevent Trade(s) experience gets 7.5 | |
| 3 | Experienc and Registered in the same district if yes gets full marks, if no gets no marks | 5 |
| 4 | Approach, Metholody, workplan and responding to terms of Reference | 25 |
| | Responding to Terms of Reference (With work schedule and detail methodology) | 10 |
| | Workplan | 5 |
| | Methodology | 5 |
| | Approach | 5 |
| 5 | Qualification and Experience of Key Personnel and Technology/Knowledge Transfer | 45 |
| | Qualification and Experienc of Key Personnel | 35 |
| | Technology/Knowledge Transfer | 10 |
| 6 | Cost of the Proposal/Financial Proposal | 20 |

At least 3 qualified firms are required for competitive proposal. If three qualified quotations are not received in the first call, Local Level shall re-advertise second time. A single quotation shall be accepted if it meets eligibility and qualification criteria after second call of quotation. Local Level can approach to the market directly in the absence of single qualified proposal or no proposal after second call.

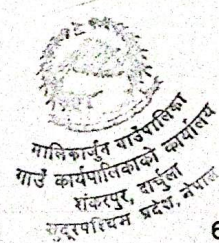
6. Further information can be obtained from:
Rural Municipality Address: Malikarjun-8, Shankarpur, Darchula
Rural Municipality Name and District: Malikarjun Rural Municipality, Darchula
Telephone:
Email: mrmmdarchula@gmail.com
7. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Malikajun Rural Municipality, Darchula District.
8. Bidders should submit their quotations with the following documents.
 - I. A completed Form of Quotations (Attached) with details of cost.
 - II. Approach, Methodology, work plan and response to terms of reference.
 - III. Information of experience; General and specific of the firm in vocational and skills development training with supporting documents-Annex-2
 - IV. Best 3 years turnover of the firm over the period of the last 7 years- Annex-3(C)
 - V. Information of trainers/co-trainers (with name and Brief CVs-Maximum 2 pages) with the years of experiences, education and qualifications - Annex-3(D)
 - VI. Registration certificate of firm in any government entities such as company registrar or Cottage and Small Industry Office or in Local Level.
 - VII. PAN and VAT Registration with Latest Tax Clearance of FY 2081/82 or Date extension for tax clearance if it is under clearance process.
 - VIII. Documents showing affiliated and renewed with CTEVT as a short-term training provider.



9. Under the Public Procurement Act, 2007 (2063 B.S.) and Public Procurement Regulations, 2007 (2064 B.S.) Policy, bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Malikarjun Rural Municipality will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Sincerely,

Suraj Prasad Joshi
Chief Administrative Officer
Malikarjun Rural Municipality



C. FORM OF QUOTATION

To: Chief Administrative Officer,
Malikarjun Rural Municipality, Darchula.

We offer to execute the RFQ dated for Purchase *of Services* for "HIRING A FIRM FOR Mini Tiller Maintenance Training" in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRs. _____ (Amount in words: _____). We propose to complete the delivery of goods and *services* described in the Contract within the Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature: _____

Name and Title of Signatory:

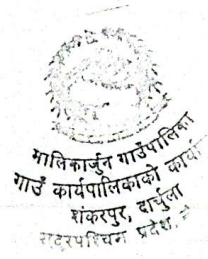
Name of Service Provider:

Address :

Phone Number :

Fax Number, if any:

Email address:



D. PRICE SCHEDULE

Name of Service Provider:

Summary of Total Cost

| Item | |
|--|--------------------|
| Cost of the Financial Proposal | Total Price in NPR |
| (1) Remuneration | |
| (2) Reimbursable | |
| Total Cost of the Financial Proposal: | |
| VAT @ 13% | |
| Total Training Cost for an Event Training | |

1. Remuneration:

| No. | Name | Number/Quantity (Nos) | Person-month Remuneration Rate | Time Input in Person/Month | Total in NPR |
|----------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|--------------|
| 1 | Main Trainer | 1 | | | |
| 2 | Co-Trainer/Assistant Trainer | 1 | | | |
| 3 | Training Co-ordinator | 1 | | | |
| 4 | Training Handout | 1 | | | |
| Total cost of Remuneration | | | | | |

Note: Please rate only key experts and non-key experts such as Main Trainers/Co-Trainer and other support staff as needed who are assigned during the training

2. Reimbursable Expenses

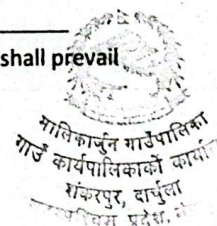
| SN* | Type of Reimbursable Expenses | Unit | Unit Cost | Quantity | Total Cost in NPR |
|--------------------------|-------------------------------|--------------------|-----------|----------|-------------------|
| 1 | Training Materials Cost | Ls | | | |
| 2 | Tools and Equipment Cost | Ls | | | |
| 3 | Trainee Allowance | Person for 27 days | | | |
| 4 | Rental of Hall | Ls | | | |
| 5 | Utilities Cost | Event | | | |
| Total Costs for an Event | | | | | |

Note: Reimbursable Cost may include: Training materials cost, equipment cost, Trainee Allowance, rental of hall, utilities etc.

Total Price for the training services (In words)- Inclusive of VAT.

Signature of Service Provider _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail



E. FORM OF CONTRACT

THIS AGREEMENT number made on,, 2026, between Malakarjun Rural Municipality hereinafter called "the Malakarjun Rural Municipality") on the one part and(hereinafter called "the Service Provider") on the other part.

WHEREAS the Malakarjun Rural Municipality has requested for quotation for "Hiring a Firm for Mini Tiller Maintenance Training", (hereinafter called "Contract") and has accepted the Quotation by the service provider for the services under Contract at the sum of NPR (.....) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation, Terms and Conditions of Service, Terms of Reference - Annex 1, Price Schedule and Proposed HR/key trainers.
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the **Malakarjun Rural Municipality** to the service provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the **Malakarjun Rural Municipality** to execute and complete the supply of goods and **services** under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The **Malakarjun Rural Municipality** hereby covenants to pay, in consideration of the acceptance of Contract, delivery of the services and supports therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Municipality/Rural
Municipality:
For and on behalf of

Signature and seal of the Service provider:
For and on behalf of

.....
(Chief Administrative Officer)
Name of Authorized Representative

.....
Name of Authorized Representative



F. TERMS AND CONDITIONS OF SERVICE

1. Schedules for Activities

| Activities Description | Tentative Timeline |
|----------------------------------|--|
| Commencement of the service | Within the day after the agreement |
| Inception Report | Within 10 days from the contract signing |
| Final Training completion Report | Within 27 days from the contract signing |

All the services in price Schedule and Performance Specifications/Requirements as per TOR shall be completed within 27 Days of contract signing.

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **Activity Schedule:** The services should be completed as per above schedule.
4. **Insurance:** The services supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Nepal.
6. **Resolution of Disputes:** The Malikarjun Rural Municipality and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Malikarjun Rural Municipality and the Service Provider, the dispute shall be settled in accordance with the provisions of the relevant Nepal's arbitration law as defined by Nepal Council of Arbitration.
7. **Delivery and Documents:** Upon service delivery, the Service Provider shall provide the following documents to the Malikarjun Rural Municipality:
Copies of the Service Provider's invoice with,
 - a. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
 - b. **Final Report:** Within One weeks of completion of all training, the service provider shall submit the Training completion report with,
 - Consolidated Report covering the number of participants trained in each trade, Learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries,
 - Recommendation on the potential areas of improvement,
 - A Final Report in Nepali or English Language.
8. **Payment:** Payment of the contract price shall be made in the following manner:

Payment shall be given to the service provider after successful delivery of the items of services.

Payment Modality shall be as follows.

- An advance payment equivalent to 10 % of the contract price will be made against the bank guarantee.
- 1st installment: 10 % Payment against the inception report comprising the service provider's work plan, information on enrolled trainees, confirmation of training locations and venues after Inception Report.

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सुदूरपश्चिम प्रदेश, नेपाल

- Final installment: Final 80% Payment upon successful completion of training and submission and approval of final report by Local Level after **Final Report**.

9. Warranty: Not Applicable

10. Defects: All defects **related with training quality** will be corrected by the Service provider without any cost to the Malikarjun Rural Municipality within 7 days from the date of notice by Malikarjun Rural Municipality.

11. Force Majeure: The Service Provider shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Malikarjun Rural Municipality in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Service Provider shall promptly notify the Malikarjun Rural Municipality in writing of such condition and the cause thereof. Unless otherwise directed by the Malikarjun Rural Municipality in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications and Description of Services: (with attachments as necessary)

- (i) Specific details and technical standards, description of services and service requirements, Approach and Methodology as indicated in TOR Annex-1 (attached herewith)

Service Provider confirms compliance with above specifications.

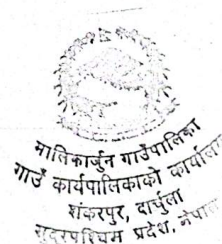
13. Failure to Perform: The Malikarjun Rural Municipality may cancel the Agreement if the Service Provider fails to deliver the Goods **and Services**, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Malikarjun Rural Municipality, without incurring any liability to the Service Provider.

NAME OF SERVICE PROVIDER:

Authorized Signature: _____

Place:

Date:



Annex-1: Terms of Reference

Training Provider for the Vocational training at Local Level's

Name of Local Level: Maliakrjun Rural Municipality, Darchula

Number of Trades: 1

Name of the Trades: Power Tiller Maintenance Training

I. Background

The Internal Employment Promotion Program has been implemented under the Government of Nepal's National Employment Promotion Program with the objective of addressing unemployment and underemployment within the country. Despite the availability of a significant labor force, Nepal continues to face challenges such as limited employment opportunities, skills mismatch, and increasing dependency on foreign employment.

In this context, the program aims to create sustainable and dignified employment opportunities within the country by promoting local economic activities, entrepreneurship, and skill-based training. It focuses on enhancing the employability of unemployed youth, returnee migrants, and disadvantaged groups through capacity development, technical training, and access to resources.

Furthermore, the program supports local governments in identifying potential sectors for employment generation, mobilizing local resources, and implementing demand-driven programs. By strengthening coordination among stakeholders, including government agencies, private sector, and communities, the program contributes to reducing poverty and improving livelihoods.

Overall, the Internal Employment Promotion Program is a strategic initiative to encourage productive engagement of the workforce within Nepal, thereby minimizing the need for foreign employment and fostering inclusive economic growth.

Unemployment and underemployment remain major challenges in Nepal. A significant portion of the labor force, especially youth, returnee migrant workers, and economically disadvantaged groups, lack the necessary skills and competencies required to access available employment opportunities. As a result, the productive potential of the workforce has not been fully utilized, which has affected overall economic development.

In this context, the Skill Development Training under the program is designed to enhance the technical and vocational skills of participants in alignment with local labor market demands. The training aims to equip individuals with practical knowledge, skills, and competencies that enable them to become self-reliant and actively engaged in income-generating activities within the country.

Furthermore, such training programs contribute to promoting local entrepreneurship, strengthening the local economy, and reducing poverty. By improving employability and encouraging productive engagement within Nepal, the program also helps to reduce dependency on foreign employment.

Overall, the Skill Development Training is expected to play a vital role in fostering sustainable livelihood opportunities, enhancing productivity, and supporting inclusive economic growth at the local level.

Various agencies across the government, projects and programs have been delivering skills training in Nepal for a long time. In the government two agencies, Council for Technical Education and Vocational Training (CTEVT) under Ministry of Education, Science and Technology and Vocational and Skill Development Training Center under Ministry of Labor, Employment and Social Security, have curriculums for training provision. Typically, Level-1 short-term skills training modules are 27 working Day (160 hours) and combine theoretical and practical aspects.

Training Service Provider is a professional firm with knowledge and experience in the areas of skill based vocational training.



II. Objectives of the assignment

The objective of the Skill Development Training under the program is to enhance the employability and self-reliance of participants by providing demand-driven technical and vocational skills that align with local labor market needs. The training aims to equip unemployed youth, returnee migrant workers, and disadvantaged groups with practical knowledge and competencies, enabling them to engage in income-generating activities, promote self-employment, and contribute to local economic development. It also seeks to reduce dependency on foreign employment while supporting sustainable livelihood opportunities within the country.

III. Scope of Work

1. Prepare the training schedule and plan with appropriate approach and methodology in collaboration with the relevant Local Level. The plan should define training event by trade, location, number of trainees in each group not exceeding 5 trainees per training event.
2. Provide 27 days of vocational training in the trades selected for the Local Level to 5 Local Level beneficiaries of the Local Level as per the curriculum provided CTEVT;
3. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum,
4. Monitor participants attendance during training,
5. Provide training completion certification in the related trades for participants,
6. Consult and coordinate with the employment service center (ESC) at the local level for implementation support,
7. Prepare training completion report with acknowledgement of completion by the relevant Local Level's,

a. Training Approach

The training will follow a participatory, hands-on approach combining theoretical sessions with practical demonstrations and exercises. It will focus on interactive learning, skill application, and real-life relevance to ensure participants gain practical competencies aligned with local employment opportunities.

training session will be for a total of 27 days.

Details on numbers of trainings session and group of trainers

| | | |
|---|---------------------------------------|--------|
| 1 | Number of trainees per Training Event | 5 nos. |
|---|---------------------------------------|--------|

The training shall be delivered using a method that includes slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. The training should also comply with social and environmental safeguard provisions of the project.

b. Training material

| Training Materials and use of equipment |
|---|
| List of Training Materials as per curriculum |
| Printed Media Materials (Assignment sheets, Case studies, Handouts, Information sheets, individual training packets, Procedure sheets, Performance Check Lists, Textbooks etc.) Non-projected Media Materials (Display, Models, Flip chart, Poster, Writing board etc.), Projected Media Materials (Opaque projections, Overhead transparencies, Slides etc). |
| Support cost for equipment, including health and safety equipments. |
| A. Mini tiller Maintenance Training |
| Tools, equipment and materials |

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Mini tiller maintenance training requires basic tools (spanners, screwdrivers, pliers), engine servicing tools, consumables (engine oil, grease, fuel), and essential spare parts (spark plugs, filters, belts) etc.

C. Health and Safety Equipment

PPE: Helmete, coveralls, globes, first aid box, fire extinguisher etc.

IV. Assignment Duration

The assignment to be completed within 30 days from the contract effective date.

V. Major Outputs and Deliverables of the Assignments:

1. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
2. **Final Report:** Within one weeks of completion of all training, the service provider shall submit the Training completion report with
 - a. Consolidated Report covering the number of participants trained in each trade, Learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries,
 - b. Recommendation on the potential areas of improvement,
 - c. A Final Report in Nepali or English Language.

VI. Support to be provided by Local Level

- a. List of trainees and coordination, Service provider must coordinate with Local Level's and facilitate to ensure trainees participation.
- b. Training curriculum for related trades.

VII. Eligibility, Qualifications and Technical Qualifying Criteria and Selection of Service Provider:

A. The targeted service providers are the firms having demonstrated experience in conducting, managing, supervising and implementing short term market-oriented skills training with the following **eligibility and qualification requirements,**

1. The service providers should have registered in the office of the company registrar or Small or Cottage Office or in Local Level.
2. PAN and VAT Registration with Latest Tax Clearance of FY 2081/82 or Date Extension for tax clearance if it is under clearance process.
3. The service provider should be affiliated and renewed with CTEVT as a short-term training provider.
4. Should have at least 3 years of proven track record of experience of conducting vocational training program of minimum 160 hours of duration in relevant at least in One trade proposed. Should have at least NPR 2 million annual turnover in the best 3 of the last 7 fiscal years.

B. HR Requirement and Qualification:

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

| S. N. | Key Experts | Minimum Qualification |
|---|----------------------|--|
| 1. | Main Trainer | Short Term Training Level-II/TSLC with ToT (General/Instructor/Occupational) from TITI in the relevant occupation/subject. 1. In the trades/occupations like Power Tiller Maintenance, if no Level-II is available in academic program, Level-I with ToT (General/Instructor/Occupational) from TITI and one year experience will be taken as minimum qualification). |
| 2. | Co-trainer | Short Term Training Level-I or TSLC in the relevant occupation/subject. |
| Support Staff (Non-Key Human Resource) | | |
| 3. | Training Coordinator | +2 or equivalent |

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सुदूरपश्चिम प्रदेश, नेपाल

| | | |
|----|--------------------|------------------|
| 4. | Monitoring Officer | +2 or equivalent |
|----|--------------------|------------------|

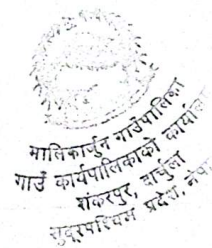
C. **Selection of Service Providers:**

The selection of service provider will be based on the Public Procurement Act, 2007 (2063 B.S.) and Public Procurement Regulations, 2007 (2064 B.S.).

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be scored applying the following criteria.

| S.N. | Criteria | Score |
|--------------|--|------------|
| 1 | Number of years of experience of Firm in any vocational skills training | 10 |
| 2 | Experience in relevant trades | 15 |
| 3 | Experience and Registration in the same district if yes gets full marks, if no gets no marks | 5 |
| 4 | Approach, Methodology, work plan and responding to Terms of Reference | 25 |
| 5 | Qualification and Experience of Key Personnel and Technology/Knowledge Transfer | 45 |
| 6 | Cost of the Proposal/Financial Proposal | 20 |
| Total | | 100 |

A public notice shall be published giving the minimum of 15 days of public notice by Local Level's. If at least 3 qualified proposals are not received at first call, second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensured from at least 3 qualified firms. If there is only one quotation received during the first call, Local Level shall re-advertise second time. If only one proposal submitted or no any proposal received in the second call, even a single proposal shall be accepted if met eligibility and qualification criteria. Local Level can approach to the market for direct contracting in the absence of single qualified proposal even after second call.


Sample Templates for Proposal

- (A). General Work Experience
- (B). Specific Experience
- (C). Financial Capacity
- (D). Key Trainers



मालिकार्जुन गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय
शंकरपुर, दापचुला
सुदूरपश्चिम प्रदेश, नेपाल

Annex-2: General and Specific Work Experience

(A). General Work Experience

(Details of assignments undertaken by firm or member of a JV)

| S. N. | Name of assignment | Location | Value of Contract | Year Completed | Client | Description of work carried out |
|-------|--------------------|----------|-------------------|----------------|--------|---------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

(Note: Supporting documents for General Experience should be submitted for the above)

(B). Specific Experience

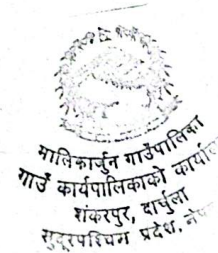
Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Firm's Name: _____

| S. N. | Name of assignment | Location | Value of Contract | Year Completed | Client | Description of work carried out |
|-------|--------------------|----------|-------------------|----------------|--------|---------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

(Note: Supporting documents for Specific Experience should be submitted against the above information.)



Annex-3: Financial and HR Capacity of Firm

(C). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

| Annual Turnover | |
|-----------------|----------|
| Year | Turnover |
| FY | |
| FY | |
| FY | |

- Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted against the above information such as Tax Clearance Certificates of the previous 3 Fiscal years)

(D) Key Trainers (Include details of Key Trainers only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

| SN | Name | Position | Highest Qualification | Work Experience (in year) | Specific Work Experience (in year) | Nationality |
|----|------|----------|-----------------------|---------------------------|------------------------------------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

(Please insert more rows as necessary)

