

# 1. INSTRUCTIONS TO APPLICANTS

## 1.1. INTRODUCTION

### 1.1.1 Scope of Qualification

1. NEA-ESSD intends to prepare a list of local consulting firms, or their joint ventures, by inviting Expression of Interest for implementation of Skill Development training Program in Bhulbhule Middle-Marsyangdi 132 kV Transmission Line Project. The EOI process will be conducted in an open and transparent process managed by NEA.
2. Applicants intending to file an application in response to this EOI should submit an Application together with the duly completed EOI document providing all the information required therein at the address mentioned in the EOI document within the time period specified in this invitation for EOI.
3. The EOI documents submitted by the applicants shall be evaluated on the basis of the approved evaluation criteria. The top ranked three to six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms

### 1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following meanings:

“Applicant” means a single consulting firm or their joint venture that intends to submit or submit completed EOI document as per notice and this EOI document.

“Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for NEA-ESSD in connection with the process.

“Bidder” means a successful Applicant those are short listed under this EOI and submits Technical and Financial proposal in response to RFP.

“NEA” means the "Nepal Electricity Authority".

"ESSD" means Environment and Social Studies Department

“GoN” means "Government of Nepal".

“IT” means "Income Tax".

“JV” means "Joint Venture".

“Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.

“EOI” means "Expression of Interest".

“Project” means Bhulbhule Middle-Marsyangdi 132 kV Transmission Line Project.

“RFP” means a Request for Proposal.

"T/L" means Transmission Line.

“TOR” means "Terms of Reference".

“VAT” means "Value Added Tax".

### **1.1.3 Eligible Applicants**

EOI process is open to local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures meeting the criteria mentioned in 1.6.1.

## **1.2 REQUESTS FOR EXPRESSION OF INTEREST**

### **1.2.1 Clarification on EOI Documents**

A prospective Applicant requiring any clarification on this EOI document may contact NEA during office hours on all working days prior to the deadline for submission of the completed EOI document at the address indicated in Section 1.2.1.

#### Contact person

Bhoj Raj Bhattarai

Assistant Director

ESSD-NEA

Tel:-6611580

Fax:-6611590

### **1.2.2 Amendment to EOI Documents**

1. At any time prior to the deadline for the submission of the completed EOI document, NEA-ESSD may amend the EOI, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant.
2. All applicants will be notified in writing about the amendments. All applicants will be bound by the amendments. Applicants will be required to acknowledge receipt of any amendment. Otherwise, NEA-ESSD will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

## **1.3 PREPARATION OF THE EOI DOCUMENT FOR SUBMISSION**

### **1.3.1 Documents for EOI**

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

<b>Form Type</b>	<b>Description/Content</b>
<b>Form A</b>	Information Regarding Technical & Financial Capability of the Consulting Firm
<b>Form A-1</b>	Letter of Submission
<b>Form A-2</b>	Joint Venture Information
<b>Form A-3</b>	Self-Declaration Firm
<b>Form A-4</b>	Commitment to Code of Ethics and Anti-Corruption Policy
<b>Form A-5</b>	Eligibility Status

<b>Form A-6</b>	Identification of Firm
<b>Form A-7</b>	Logistic Support of Firm
<b>Form A-8</b>	Financial Capability
<b>Form B</b>	Work Experience of the Firm
<b>Form B-1</b>	Relevant Work Experience of the Firm in implementation of Skill Training
<b>Form B-2</b>	Major work during last 5 Years which best illustrate qualification
<b>Form B-3</b>	Relevant Work Experience of the Firm in implementation of Skill development Training in Different Development Regions
<b>Form C</b>	Details of Key Professional Staffs to be deployed for the training

Applicant shall submit two copies (one original and one photocopy) of the completed EOIdocument clearly mentioning Original and Copy and name of the project. In the event of any discrepancy between the original and the copy, the original shall govern.

### **1.3.2 Submission of EOI in Joint Venture**

A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm.

### **1.3.3 Cost of Preparation of EOI and Liability**

Applicant shall bear all costs associated with the preparation and submission of the completed EOI document. NEA-ESSD will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. NEA-ESSD shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

### **1.3.4 Confidentiality of the Document**

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. NEA-ESSD will make every effort to treat such documents in confidence as far as possible.

## **1.4 SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

### **1.4.1 Sealing and Marking**

1. The Applicant shall seal the original and copy of the completed EOI in separate envelopes, duly marking the envelopes as "Original" and "Copy". These envelopes shall then be sealed in an outer envelope and marked as "Expression of Interest". The inner as well as outer envelope should clearly mention the name of the project (assignment).

2. The inner and the outer envelopes shall be addressed to:

The Chief

Environment and Social Studies Department

Kharipati, Bhaktapur

Tel: 6611580

Fax: 6611590

3. The envelopes should also indicate the name and address of the Applicant for identification purposes.

#### **1.4.2 Deadline for Submission**

1. The completed EOI document must be submitted to NEA-ESSD at the address specified in Section 1.4.1 before 12:00 hr Nepal Standard Time (NST) ***within 22<sup>nd</sup> day from first publication of this notice.***

2. The completed EOI documents received by NEA-ESSD after the deadline set forth in Section 1.4.2 shall be considered late and shall be summarily rejected and returned unopened.

3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

#### **1.4.3 Withdrawal of EOI document**

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted.

### **1.5 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT**

Completed EOI document received by the due date and within the time specified in Clause 1.4.2 will be opened at 2.00 PM NST on the ***22<sup>nd</sup> day*** from first publication of this notice. Absence of any applicant or authorized representative, however, shall not obstruct or prevent the opening process in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicants for the public opening of the EOI document.

Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of NEA-ESSD will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

### **1.6 EVALUATION PROCESS**

#### **1.6.1 Evaluation of EOI Documents**

ESSD will carry out evaluation of the EOI documents based on the criteria approved by NEA. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing rules and regulations of Nepal.

The basic criteria for the evaluation of EOI documents are as follows:

##### **A. Eligibility Requirement (Form A-5)**

In this step, a preliminary screening of the received EOI applications will be carried out. Consulting firms will be evaluated on 'Pass' or 'Fail' basis. The consulting firm must 'pass' each and every threshold criterion mentioned below. Any consulting firm not complying with any of

the specified threshold criteria will be disqualified and will not be considered for further evaluation.

1. The consulting firms must legally registered in Nepal under GoN rules & regulations at least 5 year from the last date of submission of EOI.
2. The firm must be an affiliate with CTEVT and have proven experiences in implementation of at least one training in any of the following discipline (House wiring, Mobile Repairing and Bakeries/cookies/soap making) in last five years.
3. Following documents (Notarized or certified) shall be submitted along with the EOI proposal.
  - Registration certificate of the consulting firm.
  - Audited Financial Statements of the preceding five consecutive fiscal years but not earlier than the fiscal year 2067/2068.
  - Company Profile
  - VAT Certificate
  - Tax clearance certificate / Documentary evidence of tax submission (for fiscal year 2071/072)
4. At the time of submission of EOI application, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or major funding agencies like World Bank and Asian Development Bank. The consultant must submit Self Declaration showing the subsequent details.
5. Minimum average annual turnover of best three years over the last five years shall be NRs. 3 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover. Consulting firm or JV firms not meeting this criterion will not be considered for evaluation

**Additional (for JVs)**

A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm. Any consulting firm not complying with any of the specified threshold criteria will be disqualified and will not be considered for further evaluation

- (i) The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. JV of more than 3 firms is not allowed.
- (ii) Each partner of the JV firm shall meet the criteria mentioned in 1, 3 and 4 of eligibility criteria.
- (iii) The partner of the JV firm shall be affiliated with CTEVT
- (iv) JV firms shall submit the certified copy of JV Agreement or memorandum of understanding (MOU) of JV Agreement or intended JV Agreement, along with their EOI application. Also the lead firm should hold the power of attorney.
- (v) Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.
- (vi) An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in the JV.

## **B. Detailed Evaluation of Consulting Firms**

The Consulting firms fulfilling all requirements mentioned in eligibility criteria will be further evaluated. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The top ranked three to six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms. In case of JV, cumulative strength of JV partners will be considered. The maximum overall score that any Consulting firms/JV can obtain is set at 1,000 points, which are distributed as follows:

### ***The Evaluation Criteria for EOI Document***

<b>S.N</b>	<b>Description</b>	<b>Marking</b>	<b>Weightage</b>
<b>A</b>	<b>Capability of Firm/Organizational Strength</b>		<b>200 points</b>
<b>I</b>	<b>Average Annual Turn Over in best three years of last five fiscal years (from fiscal years 2067/068 to 2071/072)</b>		50 Points
(i)	> 3 million	100%	
(ii)	> 2 to 3 million	75%	
(iii)	1 to 2 million	50%	
<b>II</b>	<b>Years of Experience of the firm (from the date of legally registered to the last date of submission of Eoi)</b>		50 Points
(i)	> 7 years	100%	
(ii)	>5-7 years	75%	
(iii)	5 years	50%	
<b>III</b>	<b>Physical Resources</b>		100 Points
a.	Training Venues: Number of classrooms (size 200 sqft or more) and training hall (400 sqft or more):		50 Points
(i)	At least 4 classrooms and 4 training halls of above mentioned size	100%	
(ii)	At least 3 classrooms and 3 training halls of above mentioned size	75%	
(iii)	At least 2 classrooms and 2 training halls of above mentioned size	50%	
b.	Hostels for participants (rent/own): having toilet facilities		50 Points
(i)	>50 bed capacity	100%	

(ii)	>30-50 bed capacity	75%	
(iii)	20-30 bed capacity	50%	
<b>B</b>	<b>Professional staff (Full time staff will get 100% point and part time staff will get 75% point)</b>		<b>200 Points</b>
<b>1</b>	<b>Manager/Coordinator and Monitors</b>		100 Points
(i)	At least Three Training managers/coordinator and 3 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	100%	
(ii)	At least Two Training managers/coordinators and 2 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	75%	
(iii)	One Training manager/ coordinator and 1 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	50%	
<b>2</b>	<b>TSLC/NSTB level 2 or higher level with more than 3 years' experience (Trainers need to be separate for each training)</b>		<b>100 Points</b>
(i)	Trainers Covering all training (3) subjects as in this assignment	100%	
(ii)	Trainers Covering 2 training subjects as in this assignment	75%	
(iii)	Trainers Covering one training subject as in this assignment	50%	
<b>C</b>	<b>Relevant work Experience of the firms</b>		<b>600Points</b>
<b>I</b>	Average output of trainees per year in last Five years in the NSTB level 1 skill testing model. (Covering all training subjects as in this assignment-100% ,2 training subjects as in this assignment-90% ,1 training subject as in this assignment-80% )		500 Points
(i)	>150 trainees	100%	
(ii)	>100 -150	75%	
(iii)	50 to 100	50%	
<b>II</b>	<b>Work experience in different region</b>		100 Points
(i)	Worked in five development region	100%	

(ii)	Worked in 3-4 development region	75%	
(iii)	Worked in 1-2 development region	50%	

The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and Financial proposals i.e. RFP Process. During RFP process the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS).

#### **1.6.2 Clarification during Evaluation by NEA-ESSD**

1. During the evaluation, NEA-ESSD may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by the letter to NEA-ESSD at the address given in Clause 1.4.1.
2. Failure to provide information essential to evaluate the Applicant's qualifications, or to provide timely clarifications or substantiation of the information furnished, NEA-ESSD would be at liberty to declare such bidder as non-responsive and reject his/her document.

#### **1.6.3 Rejection of EOI Document of Applicant**

1. NEA-ESSD reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Bidders due to such rejection.
2. The consulting firm must submit the eligibility documents (eligibility criteria) as indicated in 1.6.1 above viz; valid registration certificate of firm, VAT certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2071/072) and Self Declaration as shown in Form-A-3. The consultant also furnishes sufficient evidences showing the area and number of training conducted by the firm. Failure to submit these documents will result in rejection of the application.
3. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures.

### **1.7 NOTICE OF RESULT OF EVALUATION**

All applicants irrespective of the qualification or disqualification will be notified in writing the result of qualification in due course of time. An applicant listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

### **1.8 APPLICATION IN JOINT VENTURE**

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

### **1.9 SCOPE OF WORK AND DURATION OF STUDY**

The general information and scope of study of the study is given in Annex-1



## 2. CONTENT OF EOI DOCUMENT AND INSTRUCTIONS TO THE APPLICANT

### PREPARATION AND COMPLETENESS OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form. The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

#### 2.1.1 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's capability, experience and professional staff to be deployed for the study.
2. The Applicant shall enclose copies of registration certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2071/072), experience certificate or completion certificate, audit report of last five years and other relevant information.
3. The Applicant shall provide a statement of its willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

#### 2.1.2 Information Regarding Technical & Financial Capability of the Consulting Firm

##### Form A-1: Letter of Submission

The applicant shall submit with the EOI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in the joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the document EOI. The letter shall also include the name of project being applied for.

##### Form A-2: Joint Venture Information

The applicant shall submit the joint venture information in Form A-2. The association between the Consulting Firms should be in the form of a joint venture only. The Joint Venture Agreement should clearly mention share percentage in JV and Power of Attorney must be submitted with the EOI Application.

##### Form A-3: Self Declaration Firm

The applicant shall submit a self-declaration statement stating that the Consulting Firm (all members in the joint venture) is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business in last five years. The self-declaration letter shall be signed by an authorized person of the Consulting Firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-3 of this EOI document.

**Form A-4: Commitment to Code of Ethics and Anti-corruption Policy**

The applicant shall submit a statement stating that the Consulting Firm shall abide by the code of ethics and anti-corruption policy. This commitment to abide by code of ethics and anti-corruption policy shall be presented in Form A-4 of this EOI document.

**Form A-5: Eligibility Status**

The applicant shall fill form A-5 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of copies of registration certificate, VAT Certificate and Tax Clearance Certificate and experience certificate of the training works completed by the firm.

**Form A-6: Identification of the Firm**

The background information of the consulting firm shall be presented in the prescribed Form A-6. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-6.

**Form A-7: Logistics Support of the Firm**

The logistics of the consulting firm shall be presented in the prescribed Form A-7 of this EOI document. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-7.

**Form A-8: Financial Capability of the Firm**

The financial capability of the consulting firm shall be presented in the prescribed Form A-8 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports for the preceding fiscal years. The financial capability of the Consulting Firm shall not be considered for evaluation if not supported by copies of audit reports.

**2.1.3 Relevant Work Experience of the Firm****Form B-1 and B-2: Experience of the Firm in implementation of skill training**

Experience of the firms in implementation of skill training works in the last 5 years shall be presented in the prescribed Form B-1 and B-2. The experience of the Consulting Firm shall be supported with evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the assignments, value of the consulting assignments. The experience of the Consulting Firm without evidence/proof shall not be considered for evaluation.

**Form B-3: Experience of the Firm in Geographical Region of Nepal**

Experience of the firms in implementation of skill training works in different development region of Nepal shall be presented in the prescribed Form B-3. The experience of the firm shall be supported with evidence/proof in the form of experience/ completion certificates showing the dates of completion of the assignments. The experience of the firm without evidence/proof will not be considered for evaluation.

**2.1.4 Details of Key Professional staff to be deployed for the Study****Form C**

The details of key professional staff to be deployed for the work and their experience shall be presented in prescribed Form C.

**FORM A-1**  
**LETTER OF SUBMISSION**

*[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm]*

Date: .....

To,  
The Chief  
Environment and Social Studies Department  
Kharipati, Bhaktapur

Sir,  
Being duly authorized to represent and act on behalf of .....  
.....  
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.....  
(hereinafter "the Applicant"), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by NEA-ESSD as a consultant for the implementation of Skill Development Training in Bhulbhule Middle-Marsyangdi 132 kV Transmission Line Project.

1. NEA-ESSD and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.

2. NEA-ESSD and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

3. This application is made in the full understanding that all decisions by NEA-ESSD related to this EOI are final, binding and not subject to review. NEA-ESSD shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.

4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

6. The undersigned declare that the statements made and the information provided in the duly Completed EOI proposal are complete, true and correct in every detail.

Signed :

Name :

Designation :

For and on behalf of (Name of Applicant :

or Lead Firm in the joint venture)

## FORM A-2

### JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide Joint Venture Information

S.No	NAME OF FIRM	POSTAL ADDRESS, TEL, FAX and E-mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV
1.	Lead Firm				
2.	Partner Firm				

*Note:*

1. Maximum three (3) Firms can make Joint Venture.
2. In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. JV of more than 3 firms is not allowed. Also the lead firm should hold the power of attorney.
3. Provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

#### **Attachment**

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies) of the Applicants

**FORM A-3**  
**SELF DECLARATION FIRM**

Date: .....

To,  
The Chief  
Environment and Social Studies Department  
Kharipati, Bhaktapur

Sir,

We, .....

(name of all Consulting Firm) declare that we are legally eligible to participate in the procurement Process of consulting services for the implementation of Skill Development Training in Bhulbhule Middle-Marsyangdi 132 kV Transmission Line Project.

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last five years.

*Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)*

Firm 1	Firm 2	Firm 3	Firm 4
Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:
Designation:	Designation:	Designation:	Designation:
For and on behalf of :	For and on behalf of:	For and on behalf of:	For and on behalf of:

## **FORM A-4**

### **COMMITMENT TO CODE OF ETHICS AND ANTI-CORRUPTION POLICY**

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Provide the Firms' commitment to code of ethics and anti-corruption policy and a mechanism to Monitor the adherence to these policies.

Note - In case of JV, provide Form A-4 by each member of JV Partner.

## FORM A-5

### ELIGIBILITY STATUS

#### Fulfillment of Eligibility Requirements

Description	Status(Yes/No)	Remarks
Documents related to affiliate with CTEVT and have proven experiences in implementation of at least 2 trainings (One training in each discipline) in any of the following discipline (House wiring, Mobile Repairing and Bakeries/Cookies/Soap Making) in last five years.		
Legally registered in Nepal under GoN rules & regulations at least 5 year from the last date of submission of EOI.		
Minimum average annual turnover of best three year over last five years > or =3 million		
Valid Registration Certificate (of each member of JV, in case of JV.)		
VAT Certificate (of each member of JV, in case of JV.)		
Tax clearance certificate / Documentary evidence of tax submission (for fiscal year 2071/072) (of each member of JV, in case of JV.)		
Self-Declaration as per Form A-3		
Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV, in case of JV.		
In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. Also the lead firm should hold the power of attorney.		
Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.		



## FORM A-6

### IDENTIFICATION OF FIRM

Full name of the Firm:

Address:

(Please attach location map of your office)

Telephone number: Fax number: E-mail: Others:	<b>Year of Establishment:</b> Number of Years since establishment:
<b>Corporate Registration:</b> Date of Registration: Registration No: Date of last renewal: Valid up to:	<b>VAT Registration:</b> Date of Registration: VAT Registration No:
<b>Name and address of contact person:</b> Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence) Mobile no: Fax: Email:	

*Note: In case of the applicant being joint venture, provide similar information for each member in the Joint venture separately.*

## FORM A-7

### LOGISTIC SUPPORT OF FIRM



Description	Quantity/Numbers
Training Venues:	
Classrooms (size 200 sqft or more)	
Training hall (400 sqft or more):	
Hostels: having toilet facilities	
>50 bed capacity	
>30-50 bed capacity	
20-30 bed capacity	
Rented or Own	

Signed :

Name & Designation :

For and on behalf of (Name of Applicant or Lead  
Firm of joint venture) :

**Note:**

- *In case of joint venture, provide similar information for each member in the joint venture separately*
- *Provide layout of the complex / training hall/classroom showing location and size.*
- *Provide layout of bed room and toilet showing bed capacity in each floor.*

## FORM A-8

### FINANCIAL CAPABILITY

Full Name of the Consulting Firm:

#### FINANCIAL STATUS

Description	Amount in Million (NRs)
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	

Description	2067/068	2068/069	2069/070	2070/071	2071/072	Annual Average
Turnover in Million (NRs.)						

**Note:**

1. Provide similar information for each member in case of joint venture.
2. Average annual turnover of best three of last five years will be considered for evaluation. Supporting documents (Audited Report) should be submitted
3. In case of JV, average annual turnover of the lead firm must be the highest among all of the JV members. Minimum average annual turnover of best three years over the last five years shall be NRs. 3 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover.

## FORM B-1

### RELEVANT WORK EXPERIENCE OF THE FIRMS IN IMPLEMENTATION OF SKILL DEVELOPMENT TRAINING

S.No.	Name of the Training	Location	Client including Name of Project	Number of Trainees	Duration of Training	Value of Contract	Year of Completion

*Note:*

- *In case of joint venture, provide similar information for each member in the joint venture separately*

## FORM B-2

### MAJOR WORK DURING LAST FIVE YEARS WHICH BEST ILLUSTRATES QUALIFICATIONS

Project Name:		Country
Project Location Name of Client:		Professional Staff Provided by your Company No. of Staff No. of Man-months
Start Date (Month/Year)	Completion Date (Month/Year)	Approximate Value of Services Number of man-months provided by associated (firms)
Name of Senior Staff		
Detailed Narrative Description of Project		
Detailed Description of the actual Services provided by your Company		

*Note:*

- *In case of joint venture, provide similar information for each member in the joint venture separately*

### FORM B-3

#### RELEVANT WORK EXPERIENCE OF THE FIRMS IN IMPLEMENTATION OF SKILL DEVELOPMENT TRAINING IN DIFFERENT DEVELOPMENT REGIONS

S.No.	Training Output	Number of Trainees	Development Region
	Average output of trainees per year in last five years in the NSTB level 1 skill testing model.		

*Note:*

- *In case of joint venture, provide similar information for each member in the joint venture separately*

**Form –C**  
**DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR THE TRAINING**

S. No.	Designation	Name	Qualification	Years with Company	Total Years of Experience	Full or Part time

**Note:**

- *In case of joint venture, provide similar information for each member in the joint venture separately.*
- *CV of the proposed staff should be attached.*

## General Information and Scope of the Work

### 1. General Information of the Project

Bhulbule-Middle Marsyangdi 132K.v. Transmission Line Project is located in Lamjung district of Nepal. Major component of the Project is transmission line construction. Some construction works for line bay extension will be made at the existing Middle Marsyangdi switchyard. The single circuit 132 kV transmission line starts from the switchyard of Upper Marsyangdi HEP at Bhulbhule and terminates at the existing Middle- Marsyangdi switchyard. The transmission line routes passes through 5 VDCs and 2 municipalities.

Total length of the transmission line is about 20 km. The 132 kV transmission line requires 18 m (9 m on either side from center line) right of way (RoW). The tower foundation will require about 4.5 aana (12 m x 12 m) of land in average per tower.

The transmission line construction will have civil works for tower foundation, tower erection, insulators and conductor wire fitting and stringing.

### 2. Scope of the Work

The scope of the service of the consulting firm is to implement Skill development Training to the people selected by the client at appropriate location in project area. The basic design of the training course shall be as per the curriculum of the Council of Technical Education and Vocational Training (CTEVT). Reference material in Nepali language shall be provided to each participant. The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). After completion of training, skill test from CTEVT should be conducted and level 1 certificate shall be provided to the qualified participants. The detail scope of services is as follows;






#### 2.1 Implementation of Skill Development Training

##### 2.1.1 House wiring Training

The House wiring Electrician training shall be conducted by consultant for the affected people of the project. The consultant shall conduct 390 hours house wiring training to 10 people selected by Bhulbhule Middle-Marsyangdi-ESMU/project. The consultant will accommodate the entire cost for the training.

The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). Reference material in Nepali language shall be provided to each participant. The basic design of the training course shall be as per the curriculum of Council of Technical Education and Vocational Training (CTEVT) for aforementioned areas. The Consultant shall cover the following topics under this training:

#### Module: 1:

-  Orient with safety rules.
-  Develop the concept of electricity.
-  State ohm's law.
-  Calculate current/voltage/resistance.
-  Measure resistance using ohmmeter.



- ✚ Measure voltage applying Voltmeter.
- ✚ Measure current applying Ampere meter.
- ✚ Measure electrical power.
- ✚ Calculate total loads.
- ✚ Identify electrical symbols and codes.
- ✚ Interpret electrical drawings.

#### **Module: 2:**

- ✚ Perform cable/wire Joint (Straight, T-joint, married, brittania).
- ✚ Make wire/cable eyelet.
- ✚ Install/control number of lamps together by one way switch in parallel circuit.
- ✚ Install/control a lamp from two different places using 2 two-way switches.
- ✚ Install/control a lamp from three or more different places using 2 two-way and one intermediate switches.
- ✚ Install/control two lamps from 4 different places using 2 two-way and two intermediate switches.
- ✚ Install/control two lamps from 4 different places using 2 two-way and two intermediate switches.
- ✚ Install/control one lamp, one three pin socket with two switches for ON and OFF individual point.
- ✚ Install outdoor lighting in garden/trees/shrubs/flowers/decks/walkways and existing (project work).

#### **Module: 3:**

- ✚ Repair/ replace main circuit/branch circuit's junction boxes of wiring system.
- ✚ Repair/ replace lighting systems of wiring.
- ✚ Repair/ replace switches of wiring systems.
- ✚ Repair/ replace socket outlets/plugs of the wiring system.
- ✚ Perform troubleshooting of the lamps/tubes/doorbells.
- ✚ Repair/replace ceiling rose.
- ✚ Repair/replace protective devices.

#### **Module: 4:**

- ✚ Install/connect earthing electrode.
- ✚ Lay PVC pipe for conceal wiring.
- ✚ Draw wire/cable through PVC pipe applying fish wire.
- ✚ Install/connect accessories/fittings/protective devices/distribution board.
- ✚ Install wiring systems in a house with smart facilities (Project work)

#### **2.1.2 Mobile repairing Training**

The Mobile repairing training shall be conducted by consultant for the affected people of the project. The consultant shall conduct 390 hours Mobile and Computer repairing training to 20 people selected by Bhulbhule Middle-Marsyangdi (BMM) 132 k.v. Environment and social Management unit (ESMU)/project. The consultant will accommodate the entire cost for the training.

The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). The basic design of the training course shall be as per the curriculum of Council of Technical Education and Vocational Training (CTEVT) for aforementioned areas. The Consultant shall cover the following topics under this training:

- ✚ Mobile communication systems.
- ✚ GSM and CDMA technology.
- ✚ Functions of mobile phone.
- ✚ Descriptions of different sections using block diagrams
- ✚ Assembling & disassembling of different types of mobile phones.
- ✚ Use of various tools & instruments used in mobile phone repairing.
- ✚ Details of various components used in mobile phones.
- ✚ Study of basic parts of mobile phones (mic, speaker, vibrator, LCD, antenna, etc).
- ✚ Testing of various parts with multimeter.
- ✚ Introduction of various software faults
- ✚ Introduction of different flasher boxes
- ✚ Basic Circuit Board / Motherboard Introduction.
- ✚ Names of different BGA ICs.
- ✚ Work of different BGA and Glass ICs.
- ✚ How to recognize different ICs.
- ✚ Soldering & desoldering components using soldering iron.
- ✚ Soldering & desoldering components using rework station.
- ✚ Working on SMD / BGA ICs and the PCB.
- ✚ Downloading.
- ✚ Flashing
- ✚ Unlocking
- ✚ Formatting
- ✚ downloading
- ✚ Security code unlock
- ✚ Memory card unlock
- ✚ Various other technical support websites.
- ✚ How to open and manage your own mobile repair shop.
- ✚ How to successfully work as a technician.
- ✚ Where to procure tools, spare parts and accessories.

### **2.1.3 Bakeries/Cookies/Soap Making Training**

The bakeries/cookies/soap making trainings shall be conducted by consultant for the affected people by the project at project site. The consultant shall conduct 3 months training to 20 people selected by BMM-ESMU/project. The basic design of the training course shall be as per the curriculum of CTEVT. Reference material in Nepali language shall be provided to each participant. Lunch and snacks will also provide by the consultant.

The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). The basic design of the training course shall be as per the curriculum of Council of Technical Education and Vocational Training (CTEVT) for aforementioned areas. The Consultant shall cover the following topics under this training.

- ✚ Use of raw materials and equipment.
- ✚ Methods and techniques of bakeries/cookies/soap making.
- ✚ Quality Measurement and its marketing.
- ✚ Packaging and designing for marketing.
- ✚ Different Types and their uses.
- ✚ Quality management and application period by consumer.

### **3. Manpower**

The consultant shall deploy the necessary manpower for the implementation of training. The manpower should be well qualified in their area. The following manpower is required for the implementation of tasks.

- Training coordinator/Instructor
- TSLC (Subject specific trainer )

### **4. Training Venue**

Training shall be conducted at nearest point of the project area where necessary vehicles and other tools required for training could be arranged. The consultant shall propose possible location suitable for training based on project site and ESSD will provide final decision on the venue.

### **5. Banner**

The consultant shall prepare banner showing the name of project, training program, date, venue and organizer. Likewise identification tag/batch shall be provided to each participant.

### **6. Training tools**

The consultant shall provide necessary tools to the participants required for the training.

### **7. Accommodation**

The consultant shall manage lodging and fooding (breakfast, lunch and dinner) for the participants during the training duration. The consultant also manages refreshment for the people present in opening and closing ceremony of the training. One time transportation facility or cash for coming to the training venue and to return back for their home town will be provided by the consultant for residence trainees.

### **Certificate**

At the end of training program certificate shall be distributed to each participant. The certificate shall be signed by authorized person.

### **8. Time Schedule**

The consultant must complete the work within 6 months of contract agreement.

### **9. Reports and Deliverables**

The consultant shall prepare and submit 3 copies each of inception and draft report and 5 copies of final report.

### **10. Taxes**

The consultant shall bear all costs for taxes as per the prevailing rules and regulations of government of Nepal. The employer will deduct the amount for tax from the payment accordingly.