



# Expression of Interest (EOI) Document

for

**Conducting Training with OJT**

on

**Professional Building Electrician (Level II with 1696 hrs)**

## **Procurement of Consulting Services National**

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

**EOI:** RMY/EOI/01/079/080

**Issued By:** Ramdhuni Municipality, Jhumka, Sunsari

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**Issued on:** 2079-07-18 (04 November 2022)

**Financing Agency:** Swiss Agency for Development and Cooperation (SDC)

  
Chief Administrative Officer  
City of Administration  
Ramdhuni Municipality



## Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
TPs	-	Training Providers



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## A. Request

## for Expression of Interest



**RAMDHUNI MUNICIPALITY**  
**OFFICE OF THE MUNICIPAL EXECUTIVE**  
**Enhanced Skills for Sustainable and Rewarding Employment**  
**(ENSSURE) Project Phase-II**  
**JHUMKA, SUNSARI**

### Request for Expression of Interest (Eoi)

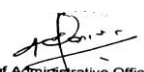
for Short-listing of Training Providers (TPs)

**Date of First Publication:** 2079/07/18

**Financing Agency:** Swiss Agency for Development and Cooperation (SDC)

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 tiers 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 workers particularly from disadvantaged groups to benefit from continuous employment.
2. The Ramdhuni Municipality now invites Expression of Interest (EOI) from intrested eligible Consultant or TPs to Train 40 participants in Professional Building Electrician (Level II with 1696 hrs.) under Training with OJT in FY 2079/080 as mentioned in the Terms of Reference (TOR).
3. The training should be based on the minimum standards outlined in the CTEVT approved curriculum and National Occupational Skill Standards (NOSS) of the National Skills Testing Board (NSTB).
4. Intrested eligible Consultant or TPs may obtain further information at the Ramdhuni municipality office, jhumka,sunsari during office hours on or before 2079/08/01 and EOI document shall be obtained free of cost at website of municipality [www.ramdhunimun.gov.np](http://www.ramdhunimun.gov.np)
5. 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 a training venue.
6. 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).
7. 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. Expressions of interest (EOI) shall be Submitted hard copy in sealed envelope by hand **to Ramdhuni Municipality office, Jhumka, Sunsari** on or before 2079/08/02 12:00 PM, EOI received after this deadline will be rejected.
10. If the last date of Obtaining and Submission falls on a government holiday, then the next working day shall be considered as the last date
11. Submitted Expressions of interest (EOI) will be opened in the presence of consultant or TPs representatives who choose to attend on 2079/08/03, 1:00 PM at the office of Ramdhuni Municipality.
12. Municipality reserves the right to shortlist or not shortlist any or all the applicant(s) without assigning any reason whatsoever.

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## B. 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: EoI Submission Letter (Form 1)*
    - *EOI Form: EoI 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 Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as EOI Application for Short-listing for "Conducting Training with OJT Professional Building Electrician (Level II with 1696 hrs). The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application by hand **to Ramdhuni Municipality office, Jhumka, Sunsari**.
10. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. 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 proposals shall not be considered for evaluation.

  
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## Terms of Reference (TOR)

for

Conducting Level II with 1696 hrs. under Training with OJT Program

### 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, 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 the skilled human resource.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at federal level, which includes developing/updating curriculum and developing various guidelines. At province level, Ministry of Social Development (MoSD) implements the project activities which includes implementing Dual VET apprenticeship programme. Likewise, municipalities are responsible for delivering project activities at 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 Ramdhuni Municipality has identified the Professional Building Electrician as the occupation on high demand. Accordingly, the Ramdhuni Municipality is planning to conduct the 1696 hrs training with OJT on Professional Building Electrician for 40 youths in the municipality. The primary target groups of the training are women and youths from disadvantaged groups. The Municipality invites Expression of Interest (Eoi) from interested and qualified Training Providers (TPs) to deliver the training as per the CTEVT approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2079/080 and it provides guidelines to the aspiring Training Providers (TPs) about the scope of work, eligible criteria, competencies of TPs 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 disadvantaged group of which 55% women) as per the CTEVT approved curricula, facilitate their skill test and placement to sustainable and rewarding employment.

### 3. Program Overview

Following is the overview of the program of this assignment.

Beneficiaries	Youth (Men: 18 to 35 years; Women: 18 to 40 years )
Training Hours	1696 hrs. ( Covering common module and technical module)
Practical v/s Theory	As per CTEVT curriculum
Attendance	Minimum 90 percent
Curriculum	Professional course with Level 2 of CTEVT curriculum
Sectors/Trades	Construction/Professional Building Electrician
Duration of training/period	260 net working days in 10 months training duration
Monitoring mechanism	The TPs will establish a reliable monitoring mechanism during the training period. It will also set a reliable monitoring

  
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	mechanism in order to confirm the gainfully employment rate.
Skill test	The TPs shall have responsibility to conduct the skill test in the test centers as prescribed by NSTB.

#### 4. Scope of Work

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

##### 4.1 Occupation:

Based on the Training Need Assessment (TNA) conducted by Ramdhuni Palika and consultation with stakeholders, following occupation was selected as most needed and marketable. The below table shows the allotted number of trainees under this EoI.

S.N.	Occupation	Allocated Number
1	Professional Building Electrician	40

##### 4.2 Geographical Coverage:

This assignment will cover the area of Palika only for training implementation. The Training Providers will implement this assignment with partnering of industries/business at local level.

##### 4.3 Selection of Participants:

The Training Providers will follow the "कार्यगत अभ्याससहितको 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.

##### 4.4 Duration of the Assignment:

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

##### 4.5 Training delivery modality

**4.5.1 Classroom instructions:** The TPs are required to manage well-qualified and highly experienced instructor/s to conduct classroom instruction (centre-based training), which includes skill demonstration, illustrated talk, guided practice, independent practice. They also required managing modern training facilities as far as practicable.

**4.5.2 On-the job training:** The TPs are required to manage on the job training (OJT) facilities into the consortium industries. So, agreement of consortium Industries with sufficient OJT opportunities for the trainees is must. During OJT, continuous guidance and supervision of the trainees from the experienced worker/trainers will be required. TPs will require submitting daily OJT plan in RfP.

##### 4.6 Career counselling and business skills session:

The TPs will facilitate the training sessions on career counselling as per the curriculum and provided guidelines. The TP will facilitate and coordinate with Palika and ENSSURE/Helvetas Nepal to conduct business skills sessions at appropriate time during the training period.

##### 4.7 Assessment of trainees' performance and record keeping:

  
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The TPs are responsible for conducting assessment of tasks and keeping the records as per

OJT implementation guidelines.

#### 4.8 Facilitation for Skills testing:

The TPs are responsible to facilitate skill testing of all the trainees ensuring at least 80% trainees succeed in the test administered by the NSTB.

#### 4.9 Job placement:

The TPs are responsible to assist the graduates through adequate post training supports ensuring at least 80% employment in the related occupations.

#### 4.10 Team Composition:

Following are the tables for key experts and support staffs necessary to conduct a training event which it must be managed by TPs.

S. No.	Expert	Minimum Qualification	Major Roles
1	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in related subject or Diploma in related technical field with 3 years of specific experience.	Overall management of the training program and training team, coordination with ENSSURE and other related stakeholders.
2	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma are not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of trainer.	Overall management and conduct the training delivery and OJT including documentations, and other related tasks.
3	Monitoring and placement support officer	+2 or equivalent with minimum 2 years of specific experience in related subject.	Lead role in assurance of quality of training effectively providing technical support.
4	Database Expert	+2 or equivalent with minimum 3 months computer training from recognized institution and 2 years of specific experience in related field.	Operate and update the database of project timely

#### 4.11 Physical infrastructure and Facilities Requirements

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

#### 5. Eligibility Criteria

To be eligible in the selection process, the Technical Schools/Training Institutes must fulfil the following eligibility to be short listed.

  
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- a. Copy of certificate firm's renewal, organization or company registration indicating at least three years standing of the firm/s;
- b. Copy of VAT registration.
- c. Copy of Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in related occupation or Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation
- d. Copy of tax clearance certificate for the last three fiscal year
- e. At least NRs. 2 million average annual turnovers in last three years
- f. Copy of audit report for the last three fiscal year
- g. Have at least three years working experiences in CTEVT- certified vocational training programs of minimum 390 hrs. or Pre-diploma/Diploma of CTEVT course or one year working experience in professional training of CTEVT.
- 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 offence relating to the concerned profession or business (Applicable to TP only)

## 6. EoI Evaluation Criteria

The assessment of proposals will be carried out by a group of professionals based on the criteria detailed below:

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

  
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## D. Evaluation of Consultant's EOI Application

### 1. Eligibility Criteria

To be eligible in the selection process, the Technical Schools/Training Institutes must fulfil the following eligibility to be short listed.

- i. Copy of firm's renewal, organization or company registration certificate indicating at least three years standing of the firm/s;
- j. Copy of VAT registration.
- k. Copy of Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in related occupation or Evidence of having conducted ENSURE project's 1696 hrs. training program in the same occupation
- l. Copy of tax clearance certificate for the last three fiscal year
- m. At least NRs. 2 million average annual turnovers in last three years
- n. Copy of audit report for the last three fiscal year
- o. Have at least three years working experiences in CTEVT- certified vocational training programs of minimum 390 hrs. or Pre-diploma/Diploma of CTEVT course or one year working experience in professional training of CTEVT.
- p. 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 (Applicable to TP only)

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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.

  
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## E. EOI Forms



## & Formats

Form 1. Eol Submission Letter

Form 2. Eol Format to Training Provider

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



## Form 1. Eol

## Submission Letter

Date: .....

The Municipality of Ramdhuni  
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project Phase-II  
Jhumka, Sunsari

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

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 Professional Building Electrician for 40 trainees in accordance with your Eol notice dated 2079-07-04 (21 October 2022). We are hereby submitting our Eol in a sealed envelope.

We hereby confirm that our Eol is in accordance with the Eol 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:

  
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## 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 Municipality.

*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.
- ❖ One TP can apply only one 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	Notary certified copy of tax clearance certificates of FY 2076/077, 2077/078 and 2078/079	
6	Average annual turnover of Rs. 2 million based upon tax clearance certificates of three FY 2076/077 to 2078/079		
7	Audit report of last three FY 2076/077 to 2078/079		
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 2076/077 to 2078/079.	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	Original declaration Letter in the Letter Head of the TPs	

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

S.N.	Description		Remark
1	Name of the TP/Institute		
2	Address	District	
		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		

  
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		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		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		

  
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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.*

  
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## E.2 : Specific

Training Experience

## 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/palikas 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					

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## 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 2075/076	FY 2076/077	FY 2077/078	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.

Official Seal

Name:

Signature: .....

Designation:

Date:

  
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### 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.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the consultant] Date: \_\_\_\_\_  
Day/Month/Year]

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

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

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

  
Chief Administrative Officer  
Chief Administrative Officer  
Rangitani Municipality



  
Chief Administrative Officer  
Chief Administrative Officer  
Ranikothi Municipality