

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Consulting Services for
Demand lead IT Based Training**

Method of Consulting Service: National

Project Name : Consulting Services for Demand lead IT Based Training

EOI : MTU-EOI-01-081/082

Office Name: Manmohan Technical University, Morang

Office Address: Hattimuda Morang

Funding agency : Grant

Loan/Credit/Grant number :

Abbreviations

BD	Bidding Document
BDF	Bidding Forms
BDS	Bid Data Sheet
BOQ	Bill of Quantities
COF	Contract Forms
DP	Development Partners
DoLIDAR	Department of Local Infrastructure Development and Agricultural Roads
ELI	Eligibility
EEC.....	Evaluation and Eligibility Criteria
GCC	General Conditions of Contract
GoN	Government of Nepal
ICC	International Chamber of Commerce
IFB	Invitation for Bids
ITB	Instructions to Bidders
JV	Joint Venture
NCB	National Competitive Bidding
PAN	Permanent Account Number
PPA	Public Procurement Act
PPMO	Public Procurement Monitoring Office
PPR	Public Procurement Regulations
SBD	Standard Bidding Document
SCC	Special Conditions of Contract
TS	Technical Specifications
VAT	Value Added Tax
WRQ	Works Requirements

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Manmohan Technical University, Morang

Date: 02-01-2025 00:00

Name of Project: Consulting Services for Demand lead IT Based Training

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No:

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Consulting Services for Demand lead IT Based Training and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Manmohan Technical University, Morang now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consulting Services for Demand lead IT based Training and Placement
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Manmohan Technical University, Morang, Manmohan Technical University, Morang
Hattimuda
Morang
Koshi Pradesh
Nepal during office hours on or before 17-01-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.mtu.edu.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address [insert: Name of the client and address] on or before 17-01-2025 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30.0 %, Experience 50.0 %, and Capacity 20.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/ company/ organization.
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 3 to 12 months. Expected date of commencement of the assignment is 15-04-2025.
6. A Consultant will be selected in accordance with the 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: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
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 by electronically only using the forms and instructions provided by the system.
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.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference (ToR)

1. Background

1.1 Context and Need for training

Manmohan Technical University (MTU) requires Recruitment and Technical Training Firm/Company for conducting demand-led training, development and vocational (Information Technology) IT training programs aimed at preparing Nepalese citizens, for lucrative opportunities in the growing IT sector and Gig job market under close coordination with and supervision of the MTU. This initiative includes a three to nine months training program designed to provide industry-relevant IT skills to trainees. Upon successful completion, trainees will receive nationally and internationally recognized certification and be supported with job placement opportunities in collaboration with domestic and overseas IT companies including Gig labor market.

1.2 Training Target for MTU

Manmohan Technical University (MTU), intends to provide vocational training to at least 200 trainees during the fiscal year 081-82. This number may vary depending on available resources.

1.3 Objective of the Training

To meet the demands of the approved programs, MTU, plans to collaborate with Recruitment and Technical Training Providers (RTTPs) who will be responsible for facilitating the skill development of youth and linking them with gainful employment opportunities.

1.4 Selection of RTTPs

RTTPs will be selected through the Quality and Cost-Based Selection (QCBS) process, in accordance with the guidelines set by the Public Procurement Monitoring Office (PPMO).

1.5 Guidelines for RTTPs

This document provides detailed guidelines regarding the scope of work, deliverables, and conditions for the RTTPs involved in the training programs.

2. Scope of Work

2.1 Main Objective

The primary objective is to provide quality skill training to the target beneficiaries in line with the curricula and provide jobs in relevant fields. Development of curriculum will be done by RTTP according to demand of placement agencies in coordination with MTU and MTU reserves right of its approval.

2.2 Training Program Details

RTTPs will be responsible for delivering training programs in IT related occupations across multiple locations. RTTPs will also be responsible for placement of trainees after completion of the training.

2.3 Training Duration

Each training program should span a minimum of 390 hours and a maximum of 1696 hours, as per the prescribed curriculum.

2.4 Monitoring and Supervision

RTTPs will establish an internal monitoring and supervision system for training delivery. MTU, will conduct regular monitoring of the training activities.

2.5 Quality Assurance

The training programs provided by the RTTPs must meet the standards approved by MTU.

2.6 Service Contract Duration

The contract period for each training program may vary depending on the occupation and must be completed within the agreed timeframe.

2.7 Annual Turnover Requirement

The total annual turnover of best three years within previous 7 years for each RTTP should meet the minimum thresholds as detailed. In case of J.V.all criteria will be as per rules of nepal government.

3. Conditions

3.1 Registration and Experience Requirements

The RTTP must be registered with the Company Office of the government and have a minimum of 10 years of experience, with at least 10 job-oriented successful trainings conducted and minimum 2000 Nepalese people being successful placed in various organisations. The RTTP should have cumulative annual sales turnover of 7 crore in any 3 fiscal years of previous 7 years (based upon the audited financial statements) and should have provided job placement/ opportunities services to at least 1000 employers in previous 3 fiscal years.

3.2 Trainee Limit

A company/firm can submit an EOI for at least of 200 trainees.

3.3 Document Notarization

All submitted documents must be notarized.

3.4 Right to Accept/Reject EOI

MTU, reserves the right to accept or reject any EOI without providing reasons.

3.5 Onsite Visit

MTU, may conduct an onsite visit of the training center as part of the evaluation process.

3.6 Infrastructure Requirements

The recruitment and training organization must have adequate physical infrastructure, including office space, classrooms (minimum 15 m²), and workshops (30 m² per group of trainees), as well as the required tools, equipment, and training materials.

3.7 Trainer Qualifications

The organization must provide a qualified main trainer and assistant trainer for every group of 20 trainees. The minimum qualifications for trainers are:

Key Expert	Minimum Qualification
Main Trainer	Master's degree in IT related field and 3 years of experience in relevant occupation or Bachelor's degree in IT related field and 5 years of experience in relevant occupation. (Experience will be counted after completion of releavent degree.)
Co-Trainer	Bachelor's degree in IT related field and 3 years of experience in relevant occupation or Diploma degree in IT related field and 7 years of experience in relevant occupation. (Experience will be counted after completion of releavent degree.)

3.8 Rights of MTU

MTU, reserves the right to allocate the number of trainees based on analytical defensibility. MTU reserves right to query or ask for original documents submitted by RTTPs..

3.9 Trainer and Trainee Documentation

Biodata, self-declaration, academic documents, and other supporting documents should be submitted for all key trainers along with organizational experience in detail including .

3.10 Staff Requirements

The recruitment and training provider must have supporting staff at the head office, including:

Support Staff	Minimum Qualification
Training Coordinator	Master's or equivalent in a related field
Monitoring Officer	Bachelor's or equivalent in a related field
Placement and Counseling Expert	Bachelor's or equivalent
Admin/Account Officer	Bachelor's or equivalent

3.11 Experience Verification

Experience of the recruitment and training provider should be demonstrated by letters from recognised Organisations. The training provider should maintain electronic attendance for both trainers and trainees.

3.12 Training Provider Selection

MTU, can select any number of firm/company based on ranking, with a minimum score of 60.

3.13 Subcontracting Prohibition

Subcontracting is not allowed for any training program; however, subcontracting can be allowed for training infrastructure facilitation service from other party. Any breach will result in the termination of the agreement without payment.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration upto date upto 081/082	
2	Tax Clearance/Tax Return Submission of fiscal year 080/081	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	
11	Placement Assurance letter from concerned Company	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per Tor (Main trainer)
2	Qualification of Key Experts	As per ToR (Co -Trainer)
3	Experience of Key Experts	As per ToR (Main Trainer)
4	Experience of Key Experts	As per ToR (Co -Trainer)

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Minimum 10 years of Experience in concerned
2	General Experience of consulting firm	Minimum 10 years or more than ten years of Experience in concerned
3	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Placement and Specific Experience of Minimum 7 years with number of training related to IT
4	specific experience of the person within last 4 years.	Placement and Specific Experience of Minimum 7 years with number of training related to IT
5	specific experience of the person within last 4 years.	Placement and Specific Experience of Minimum 7 years related to IT

Sl. No.	Criteria	Minimum Requirement
6	specific experience of the person within last 4 years.	Placement and Specific Experience of Minimum 7 years related to IT

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Financial Capacity of 7 crore within best 3 years of last 7 years
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Infrastructure as per ToR

Score: 20.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application 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 yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(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)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts 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)