

Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal

**Notice on Requirement for the Services of Service Contract**

Date of publication: Asar 13, 2082 (June 27, 2025)

The University intends to hire services of the following consultants:

1. Driver with Heavy Driving License-1
2. Bus Helper – 1

Interested individuals or eligible firms are invited to submit proposals within 5:00 pm of Asar 29, 2082 to the email address– [info@mbust.edu.np](mailto:info@mbust.edu.np) or to the office of the University. The TORs for the services of Service Contract are provided in Annex 1. The proposals should be completed with the documentation specified below.

Documents to be submitted

**For firms**

1. Copy of Company registration certificate of the firm
2. Copy of VAT registration certificate of the firm
3. Copy of Tax clearance certificate of the firm for the F/Y 2080/81
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate

**For individuals**

1. Copy of VAT registration certificate
2. Copy of Tax clearance certificate for the F/Y 2080/81
3. Suchi darta (vendor registration) application (Annex 2)
4. CV of the candidate
5. Commitment letter from the candidate

**Madan Bhandari University of Science and Technology  
Terms of Reference of Driver with Heavy Driving License  
Contract ID No: MBUST/CS/NCB/04/2081/82**

**Background**

The Government has promulgated Madan Bhandari University of Science and Technology Act 2022. This university is being envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for attaining the goal of Prosperous Nepal and Happy Nepali. To support such an important mission a new type of institution would need to be developed. The university will leave no stone unturned to build an institution dedicated to the mission, valuing its staff solely based on their competence, free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences.

The University is in the beginning a small organization and its organizational structure has not been created. it intends to operate with minimum personnel. Hence the only one driver is hired to assist in driving as well as administrative work, and maintenance and operation of IT and other equipment. The university commenced its academic session in November 2023, and the number of staff and students is steadily increasing. To facilitate transportation, the university has been hiring bus for staff and students. However, starting from Baisakha 2082, MBUST has begun operating its own bus. To operate the bus, a driver with a valid heavy vehicle driving license will be hired. The driver will be employed on a daily wage basis, without provisions for overtime or additional allowances.

**Scope of Work**

- To drive office vehicles bus, car, jeep, in a safe, responsible manner and be punctual.
- To keep vehicles, clean and in good working condition through day to day maintenance.
- To ensure cost savings by maintaining vehicle log including fuel consumption log and mileage
- To ensure availability of all vehicle related documents, first aid kit and spare parts.
- To maintain proper documentation such as blue book, insurance and permits.
- Assist in loading and unloading goods or materials when required.
- To ensure the vehicle is fueled
- During the day time provide support service in the University as instructed by Admin.
- Perform other duties assigned by the Vice President.

**Reporting**

The driver shall report to the Vice President of the University.

**Duration of Service**

The driver shall be hired for about 230 days on as and when required basis over the period commencing from August 17, 2025 and continuing through August 16, 2026 or any other period as may be subsequently agreed by the parties in writing. The contract period can be extended as needed on the original remuneration rate.

**Payments**

Payment shall be made on a monthly basis.

**Eligibility of the Consultant**

If the service provider is a firm, it must have firm registration certificate, VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2080/081.

If the service provider is individual, she/he must have VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2080/081.

**Qualifications of the driver**

- Driving valid license of A,B, F, G categories of vehicle
- Knowledge of traffic rules, road safety and vehicle maintenance.
- Experience of driving in the rough terrain as well as hilly road.
- At least 10 years of experience of driving including heavy vehicles.
- Basic maintenance skills related to vehicles.
- Ability to work flexible hours, including weekends and holidays, if required.

**Selection Criteria**

The service provider shall be selected following Selection based on the procedure set forth in the Public Procurement Act, 2007 and Public Procurement Regulations, 2007 on the basis of consultant's qualification, experience and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference of Bus Helper**  
**Contract ID: MBUST/CS/NCB/05/2081/82**

**Background**

The Government has promulgated Madan Bhandari University of Science and Technology Act 2022. This university is being envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for attaining the goal of Prosperous Nepal and Happy Nepali. To support such an important mission a new type of institution would need to be developed. The university will leave no stone unturned to build an institution dedicated to the mission, valuing its staff solely based on their competence, free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences.

The university commenced its academic session in November 2023, and the number of staff and students is steadily increasing. To facilitate transportation, the university has been hiring bus for staff and students. However, starting from Baisakha 2082, MBUST has begun operating its own bus. To operate the bus, a driver with a valid heavy vehicle driving license will be hired. Additionally, a bus helper will be required to assist the driver in ensuring the safe, efficient, and comfortable transportation for staff, students, and visitors of university. The bus helper will be employed on a daily wage basis, without provisions for overtime or additional allowances.

**Scope of Work**

- Assist students and staff, in boarding and exiting the bus safely.
- Support the driver in following transport schedules and routes.
- Maintain cleanliness inside the bus and ensure a hygienic environment.
- Ensure that all safety measures, such as closing doors properly and checking for left-behind items, are followed.
- Act as a point of communication between passengers and the driver when needed.
- Assist in loading and unloading goods or materials when required.
- To ensure availability of all vehicle related documents, first aid kit and spare parts.
- During the day time provide support service in the University as instructed by Admin.
- Perform other duties assigned by the Administration and Bus Driver.

**Reporting**

The bus helper shall report to the Vice President of the University.

**Duration of Service**

The bus helper shall be hired for about 230 days on as and when required basis over the period commencing from August 17, 2025 and continuing through August 16, 2026 or any other period as may be subsequently agreed by the parties in writing. The contract period can be extended as needed on the original remuneration rate.

**Payments**

Payment shall be made on a monthly basis.

**Eligibility of the Consultant**

If the service provider is consulting firm, it must have firm registration certificate, VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2080/081.

If the service provider is individual, she/he must have VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2080/081.

**Qualifications of the Bus Helper**

- Basic knowledge of traffic rules and passenger safety regulations.
- Prior experience in a similar role is preferred.
- Ability to communicate effectively with staff, students, and visitors.

**Selection Criteria**

The service provider shall be selected following Selection based on the procedure set forth in the Public Procurement Act, 2007 and Public Procurement Regulations, 2007 on the basis of consultant's qualification, experience and capability to carry out the assignment.

## Annex 2

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बाग्मती प्रदेश,  
नेपाल

विषय: मौजुदा सूचीमा दर्ता गरी पाँउ ।

महोदय,

सार्वजनिक खरिद नियमावली, २०६४ को नियम १८ को उपनियम (१) बमोजिम तपसिलमा उल्लिखित विवरण अनुसारको पुष्ट्याई गर्ने कागजात संलग्न गरी मौजुदा सूचीमा दर्ता हुन यो निवेदन पेश गरेको छु ।

तपसिल:

१. मौजुदा सूचीको लागि निवेदन दिने व्यक्ति, संस्था, आपूर्तिकर्ता, निर्माण व्यवसायी, परामर्शदाता वा सेवा प्रदायकको विवरण:	
(क) नाम:	(ख) ठेगाना:
(ग) पत्राचार गर्ने ठेगाना:	(घ) मुख्य व्यक्तिको नाम:
(ङ) टेलिफोन नं.	(च) मोबाईल नं.
२. मौजुदा सूचीमा दर्ता हुनको लागि निम्न बमोजिमको प्रमाणपत्र संलग्न गर्नु होला ।	
(क) संस्था वा फर्म दर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>	
(ख) नविकरण गरिएको छ <input type="checkbox"/> छैन <input type="checkbox"/>	
(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>	
(घ) कर चुक्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>	
(ङ) कुन खरिदको लागि मौजुदा सूचीमा दर्ता हुन निवेदन दिने हो, सो कामको लागि ईजाजतपत्र आवश्यक पर्ने भएमा सोको प्रतिलिपि छ <input type="checkbox"/> छैन <input type="checkbox"/>	
३. सार्वजनिक निकायबाट हुने खरिदको लागि दर्ता हुन चाहेको खरिदको प्रकृतिको विवरण:	

(क) मालसामान आपूर्ति: मालसामानको प्रकृति समेत उल्लेख गर्ने		(ख) निर्माण कार्य	
(ग) परामर्श सेवा: परामर्श सेवाको प्रकृति समेत उल्लेख गर्ने		(घ) अन्य सेवा: (अन्य सेवाको प्रकृति समेत उल्लेख गर्ने	
निवेदन दिएको मिति:	फर्मको छाप:	निवेदकको नाम:	हस्ताक्षर: