

Madan Bhandari University of Science and Technology  
Setopati, Sainbu, Lalitpur Metropolitan City Ward 18  
**Notice on Requirement for the Services of Consultants and Service Contract**  
Date of publication: Mangsir 06, 2079 (November 22, 2022)

The Board intends to hire services of the following consultants:

1. Senior Administrative Management Consultant – 1
2. Administrative Management Consultant – 1
3. Driver-1 (Service Contract)

Interested individuals or eligible firms are invited to submit proposals within 4:00 pm of Mangsir 21, 2079 to the email address– [info@mbustb.edu.np](mailto:info@mbustb.edu.np) or to the office of the University. The TORs for the consultants 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/PAN registration certificate of the firm
3. Copy of Tax clearance certificate of the firm for the F/Y 2078/79 or time extension for the submission of tax return
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate
7. Technical proposal from candidates for consultants

**For individuals**

1. Copy of VAT/PAN registration certificate
2. Copy of Tax clearance certificate for the F/Y 2078/79 or time extension for the submission of tax return
3. Suchi darta (vendor registration) application (Annex 2)
4. CV of the candidate
5. Commitment letter from the candidate
6. Technical proposal from candidates for consultants

**Madan Bhandari University of Science and Technology, Setopati, Lalitpur**  
**Terms of Reference for the Consulting Service of Senior Administrative Management**  
**Consultant**

Contract ID No.: MBUST/CS/07/2079/80

### **Background**

Madan Bhandari University of Science and Technology has been established under the 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 by evaluating its staff solely based on their competence and keeping it free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences. The university will strive to build absolute accountability and would not tolerate corruption.

The university is entirely staffed by consultants and individuals under service contract as its organizational structure has not been created. The volume of the job has grown beyond the capacity of the existing personnel and the complexity of tasks have grown. The university is preparing for starting academic programs at PhD and master's levels. Therefore, a senior management consultant capable of handling academic administration as well as other administrative responsibilities such as personnel administration, general administration is required for the University. This TOR is for a senior management consultant. As the university is in the beginning stage with a small number of staff the consultant will have to be able to execute multiple functions including some done by assistant level administrative staff.

### **Scope of Work**

- To assume the overall responsibility for the management administrative matters. To establish and enforce office procedures and policies.
- To plan office activities and monitor them.
- To oversee procurement activities and assist in the procurement activities.
- To supervise and mentor administrative staff.
- To scientifically manage office documentation so that they are secured and easily retrievable.
- To oversee the office inventory, internal and external communications.
- To prepare a plan for setting up University Office at Chitlang.
- To determine staffing requirements and suggest administrative structure of the university.
- To act as the Secretary to the Board of Trustees.
- To execute other tasks assigned by the President.

### **Reporting**

The consultant shall report to the President of the University.

### **Duration of Service**

The Consultant shall be hired for about 320 working days from December 16, 2022 to March 15, 2024. The contract period can be extended as needed on the original remuneration rate.

### **Deliverables**

Monthly reporting of tasks accomplished.

### **Payments**

Payment shall be made on a monthly basis.

### **Eligibility of the consultant**

If the consultant is consulting firm, it must have firm registration certificate, VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

If the consultant is individual, she/he must have VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

### **Qualifications of Senior Administrative Management Consultant**

- At least bachelor's degree.
- At least fifteen years of professional experience.
- Served at the position Deputy Administrative Officer or equivalent in public entities.
- Experience of working in academic, personnel and general administration sections.
- Experience of academic administration at Master's and PhD level.
- Experience of handling procurement.
- Experience of being a section chief.
- Ability to work independently, perform complex tasks and tackle challenges.
- Excellent track record of on the job performance evidenced by referees.
- IT skills – word processing (English and Nepali) and spread sheets.
- Nepali and English writing skills including memo writing.
- Good interpersonal skills.

### **Selection Criteria**

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

# **Madan Bhandari University of Science and Technology**

## **Terms of Reference for the Consulting Service of Administrative Management Consultant**

**Contract ID No.:** MBUST/CS/08/2079/80

### **Background**

Madan Bhandari University of Science and Technology (MBUST) is a new university established on August 3, 2022. This university is envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for prosperity. To attain this vision an institution with compatible set of values would need to be developed. The University will leave no stone unturned to build an institution dedicated to the vision by evaluating its staff solely based on their competence and keeping it free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences. The MBUST will strive to build absolute accountability and would not tolerate corruption.

As the MBUST is at the initial stage and has not been created its organizational structure, it is planning to hire an administrative management consultant. Consistent with the above goal it aims at hiring an individual with impeccable integrity and a track record of high performance. As the University is still a small organization the consultant will have to be able to execute multiple functions.

### **Scope of Work**

- To bear the main responsibility for planning and monitoring of university activities.
- To be responsible for knowledge management.
- To scientifically manage office documentation so that they are secured and easily retrievable.
- To manage IT facilities including the servers.
- To establish and enforce office procedures and policies.
- To assist in overseeing the office website.
- To assist in fund raising and endowment fund management.
- To assist the Administration Chief and other staff as required.
- Other tasks as assigned by the President.

### **Reporting**

The consultant shall report to the President of the University.

## **Duration of Service**

The Consultant shall be hired for 320 working days from December 16, 2022 to March 15, 2024 or any other period as agreed. The contract period can be extended as needed on the original remuneration rate.

## **Deliverables**

Monthly reporting of tasks accomplished.

## **Payments**

Payment shall be made on a monthly basis.

## **Eligibility of the consultant**

If the consultant is consulting firm, it must have firm registration certificate, VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

If the consultant is individual, she/he must have VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

## **Qualifications of Administrative Management Consultant**

- At least bachelors of business studies or relevant subjects.
- At least five years of professional experience.
- Experience of planning and monitoring.
- Served at the position Administrative Officer or equivalent.
- Superior IT skills.
- Excellent track record of on-the-job performance.
- Good interpersonal skills.
- Report writing skills in English and Nepali.

**Selection Criteria**

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

## **Madan Bhandari University of Science and Technology**

### **Terms of Reference of Driver**

**Contract ID No.:** MBUST/NCS/01/2079/80

#### **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 driver is expected to able to assist in administrative work, and maintenance and operation of IT and other equipment. The driver is to be hired on service contract on daily wage basis without overtime or other allowances.

#### **Scope of Work**

- To drive office vehicles safely and be punctual.
- To keep vehicles, clean and in running condition through day to day maintenance.
- To ensure cost savings by maintaining vehicle log including fuel consumption log.
- To ensure availability of all vehicle related documents, first aid kit and spare parts.
- To deliver and collect of office documents including payment of bills, taxes and perform bank related work.
- To pay meeting allowances including through electronic means.
- To scan, photocopy and bind documents, assemble folders, assist in meetings including by providing tea and lunch.
- To carry out basic maintenance of office equipment such as computers, photocopiers etc.
- To assist in procurement activities.
- To assist in receiving, sorting and dispatching office documents.
- To assist in store related functions.

#### **Reporting**

The driver shall report to the President of the University.

#### **Duration of Service**

The driver shall be hired for about 320 days during the period of December 16, 2022 to March 15, 2024. 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 consultant is consulting firm, it must have firm registration certificate, VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

If the consultant is individual, she/he must have VAT/PAN registration certificate and Tax clearance certificate for the F/Y 2078/079 or evidence of tax return submission or extension of time for the submission of tax return.

**Qualifications of the driver**

- Driving license.
- Experience of driving in the rough terrain.
- At least 10 years of experience of driving including driving office vehicles.
- Experience of work aiding in administrative work of over three years.
- Ability to communicate in foreign visitors (in English) and understand written instruction in English.
- Computer literacy. Ability to handle emails and other social media for communications.
- Basic maintenance skills related to vehicles and office equipment.

**Selection Criteria**

The consultant 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.

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
सेतोपाटी, सैबु, ललितपुर

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: