

Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal  
**Notice on Requirement for the Services of Consultants and Service Contract**  
Date of publication: Baisakha 7, 2082 (April 20, 2025)

The Board intends to hire services of the following consultants:

1. Academic Affairs Advisor – 1
2. Senior Administrative Management Consultant (A) – 1
3. Senior Finance Management Consultant – 1
4. Senior Administrative Management Consultant(B) -1
5. Site Based Civil Engineering Consultant -1
6. Administrative Management Consultant -2
7. Financial Management Consultant -1
8. Driver-1 (Service Contract)

Interested individuals or eligible firms are invited to submit proposals within 4:00 pm of Baisakha 22, 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 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 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
7. Technical proposal from candidates for consultants

**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
6. Technical proposal from candidates for consult

**Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal  
Terms of Reference for Academic Affairs Advisor  
Contract ID: MBUST/CS/10/2081/82**

**Background**

Madan Bhandari University of Science and Technology (MBUST) was established on August 3, 2022 and the Board of Trustees of the University was formed on May 16, 2023. The University has commenced the academic teaching and research from December 1, 2023 by enrolling Master's and PhD students in Forest Biomaterials, Organic Agriculture and Tourism Infrastructure and enrolled in the first batch of AI and Data Science on May, 2024.

To date the University has appointed only the President, Vice President Administration and Finance and Director from among the senior management positions. The academic working load is increasing, therefore, to assist the President in academic affairs the University needs an Academic Affairs Advisor. This TOR is for an Academic Affairs Advisor to be hired through the public procurement process as a consultant.

**Scope of Work**

- To supervise the preparation and implementation of academic programs.
- To mentor teaching staff.
- To assist in building partnership with the industry.
- To prepare periodic report on implementation of academic programs.
- To provide support to students.
- To participate in institutional building activities.
- To support the President and Vice President as required.

**Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from June 15, 2025 and continuing through July 14, 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.

**Expected Outputs**

Monthly reports on each tasks accomplished and problems to be addressed.

**Reporting**

The consulting firm/individual shall report to the President of the University on a monthly basis.

**Payments**

Payment shall be made on a monthly basis based on the time spent in hours for the assignment. One work day is equivalent to eight work-hours.

**Eligibility Requirements**

Consulting firms must be registered in the relevant office and having VAT registration and tax clearance certificate for FY 2080/81 are eligible to supply a qualified professional.

Individual consultants must be registered in the relevant office and having VAT registration and tax clearance certificate for FY 2080/81 are also eligible to apply.

**Qualifications**

- PhD in science and technology subjects.
- At least fifteen years of professional experience.
- At least five years of experience in the position of professor.
- Academic management experience in senior positions such as dean, controller of examinations etc.
- Proven research credentials evidenced by publications.
- Experience of successful supervision of over 5 PhD students.
- Familiarity with the concept of world-class universities.
- Excellent interpersonal skills and team work experience.
- Experience in institution building.

**Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the 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,  
Chitlang, Thaha Municipality Ward 9, Bagmati Province**  
**Terms of Reference for the Consulting Service of Senior Administrative Management  
Consultant (A)**  
**Contract ID: MBUST/CS/11/2081/82**

## **Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

To date the University has appointed only the President, Vice President Administration and Finance and Director from among the senior management positions. Administrative staffs have not been appointed till date, planning to appoint the Administration staffs. 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 has started academic programs at PhD and master's levels from December 01, 2023. 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 and Vice President of the University.

### **Duration of Service**

The Consultant shall be hired for about 320 working days from October 01, 2025 to November 30, 2026. 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 2080/081.

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

### **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 Services**  
**Senior Financial Management Consultant**  
**Contract ID No.: MBUST/CS/12/2081/82**

**Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

The university is looking for a senior financial management consultant with qualifications to take the overall responsibility for the financial management of the University.

To date the University has appointed only the President, Vice President Administration and Finance and Director from among the senior management positions. Administrative staffs have not been appointed till date, planning to appoint the Administrative staffs. The university is entirely staffed by consultants and individuals under service contract. Senior financial management consultant is required to manage the financial transaction. Therefore, the consultant will have to be able to execute multiple functions, which are not within the scope of financial management. The consultant to be hired will also be assigned with the duty of Public Relations. In addition, the consultant is expected to contribute to overall institutional development of the University.

**Scope of Work**

- The consultant shall be responsible for the financial management including operation of the University Bank account.
- The consultant shall be responsible for public relations.
- The consultant shall be responsible for land acquisition.
- To assist in businesses related to the general administration.
- The consultant shall work in close cooperation with the Senior Administrative Management Consultant, Administrative Management Consultant and Senior Procurement Consultant and other consultants.

**Reporting**

The consultant shall report to the President and Vice President of the University.

**Duration of Service**

The Consultant shall be hired for about 320 working days from September 01, 2025 to October 31, 2026 or any other period as may be subsequently agreed by the parties in writing. The contract period 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 2080/081.

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

**Qualifications of consultants**

- At least bachelor's degree in business or other relevant subjects.
- At least ten years of experience in financial management/Accounts Section.
- At least four years of experience as Chief of Accounts Section in Government of Nepal or other public entities.
- Served at the position of Accounts Officer or higher in the Civil Service or university service.
- Experience of public relations related work.
- Excellent track record of on the job performance – integrity, competence and commitment - based on references.

**Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in 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**  
**Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal**  
**Terms of Reference for the Consulting Service of Senior Administrative Management**  
**Consultant (B)**  
**Contract ID: MBUST/CS/13/2081/82**

## **Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

The University is looking for a senior administrative management consultant with qualifications to take the overall responsibility for the procurement, which will be the consultant's core responsibility. The consultant is expected to be able to work with minimum supervision from a procurement advisor.

The consultant should work in close consultation with accounts chief and administration chief and other human resources.

The University is a small organization. Therefore, the consultant will have to be able to execute multiple functions. Among others, the consultant is also expected to contribute to university's website management, financial management, inventory management. In addition, the consultant is expected to contribute to overall institutional development of the University.

## **Scope of Work**

- Handling procurement of goods, works and services.
  - Prepare and update periodically the project procurement plan.
  - Prepare bid documents/expression of interests (EOI)/request for proposals (RFP), issue bid invitation/EOI/RFP for the procurement of goods, works, and consulting services.
  - Coordinate pre-qualification, short-listing, evaluation of bids/proposals.
  - Managing the e-bidding process.
  - Prepare contract documents
  - Monitor procurement activities.
- Providing support to other administrative work.
- Management of electronic filing in the server.

- Liaise with website maintenance consultant and website focal person.
- Providing support to inventory management.
- Providing support to financial management.
- Others as instructed.

## **Reporting**

The consultant shall report to the President and Vice President of the University.

## **Duration of Service**

The Consultant shall be hired for about 320 working days from August 17, 2025 to September 30, 2026 or any other period as may be subsequently agreed by the parties in writing. The contract period 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 registration certificate and Tax clearance certificate for the F/Y 2080/081.

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

## **Qualifications of consultants**

- At least bachelor's degree business or other relevant qualifications.
- At least ten years of experience in administrative/financial management.
- Excellent track record of on the job performance – integrity, competence and commitment - based on references.
- Excellent computer skills.
- Experience of procurement works, goods and services.
- Experience of independent handling of administrative responsibility.
- Experience of independent handling of financial responsibility.

**Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in 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**  
**Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal**  
**Terms of Reference and Scope of Services for Site Based Civil Engineering Consultant**  
**Contract ID: MBUST/CS/14/2081/82**

## **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 land for the university has been identified at Chitlang, Thaha Municipality, and Panchkhal and Namobuddha Municipalities. The construction of the Graduate Program Building III is nearing completion. The construction of Guest Houses and Upgrading Construction of University Road is going on. The second academic session of AI and Data Science is going to start from May 2025. Therefore, all the set up is required for starting the class.

A site-based (Chitlang) consultant - civil engineer - is required for supervision of construction works, minor design of civil engineering works, facility management and building rapport with the community.

The University is seeking services from a civil engineer with experience of field-based supervision of a wide array of construction works.

## **Scope of Work**

- Supervision of Graduate Program Building III
- Supervision of Upgrading Construction of University Road
- Assistance in design and supervision of trial agricultural farm.
- Facility management.
- Supervision of local staff and tree plantation.
- Minor design work.
- Providing support during field visit of Board of Trustee and others.
- Institutional development work.
- Other miscellaneous work.

**Duration of Service**

The Consultant shall be hired for about 400 working days from May 01, 2025 to July 31, 2026 or any other period as may be subsequently agreed by the parties in writing. The contract period extended as needed on the original remuneration rate.

**Expected Outputs**

- Supervision reports
- Designs of civil works
- Certification of bills
- Facility management report
- Other reports

**Reporting**

The consultant shall report to the President and Vice President of the University.

**Payments**

This is a TOR for time-based services. Payment shall be made on a monthly basis based on the time inputs.

**Eligibility of the consultant**

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

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

**Qualifications**

- Bachelor's degree in civil engineering.
- At least 3 years of experience of field-based supervision of civil engineering projects including buildings and hydropower.
- Good IT skills including AutoCAD.
- Excellent track record of performance.
- Good interpersonal skills.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference for the Consulting Services**  
**Administrative Management Consultant**  
**Contract ID No.: MBUST/CS/15/2081/82**

**Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

The MBUST 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 manage procurement of goods, works and services under the guidance of the procurement specialist.
- To scientifically manage office documentation so that they are secured and easily retrievable.
- To manage office inventory.
- To establish and enforce office procedures and policies.
- To oversee office website.
- To manage communication within the office and outside.
- To assist the Administration Chief as required.
- Other tasks as assigned by the Vice President.

**Reporting**

The consultant shall report to the President and Vice President of the University.

**Duration of Service**

The Consultant shall be hired for about 320 working days from May 01, 2025 to June 30, 2026 or any other period as agreed. The contract may be extended if required at the existing remuneration rate.

**Deliverables**

Monthly reporting of tasks accomplished.

**Payments**

Payment shall be made on a monthly basis.

**Eligibility requirement**

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

**Qualifications of consultants**

- At least bachelors of business studies or relevant subjects.
- At least one year of professional experience.
- Served at the position Administrative Officer or equivalent.
- Experience of financial management preferred.
- Experience of procurement preferred.
- Excellent track record of on-the-job performance.
- Superior IT skills.
- Good interpersonal skills.
- Good English and Nepali writing and verbal skills.
- Reference from an immediate supervisor based on concrete examples of superior performance.

**Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in 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 Financial Management Consultant**  
**Contract ID No.: MBUST/CS/16/2081/82**

**Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

The MBUST is planning to hire a financial 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 keep books of account and perform all work associated with it manually as well as using software.
- To monitor timely completion of financial transactions as per the service standards.
- To prepare financial reports.
- To assist in addressing irregularities pointed out by the AGO.
- To provide cross support to administration
- To provide other services as required.

**Reporting**

The consultant shall report to the President and Vice President of the University.

**Duration of Service**

The Consultant shall be hired for about 320 working days from June 01, 2025 to July 31, 2026 or any other period as agreed. The contract period can be extended as needed on the original remuneration rate.

**Payments**

Payment shall be made on a monthly basis.

**Eligibility requirement**

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

**Qualifications of consultants**

- At least bachelor's degree in relevant subjects.
- At least one year of professional experience in accounting/financial management.
- Served at the position Accounts Officer or equivalent.
- Experience of administration management preferred.
- Experience of procurement preferred.
- Excellent track record of on-the-job performance.
- Superior IT skills.
- Good interpersonal skills.
- Good English and Nepali writing and verbal skills.
- Reference from an immediate supervisor based on concrete examples of superior performance.

**Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in 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/01/2081/82**

**Background**

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

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 be 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 and Vice President of the University.

**Duration of Service**

The driver shall be hired for about 320 days during the period of September 01, 2025 to October 30, 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 consultant is consulting firm, it must have firm registration certificate, VAT registration certificate and Tax clearance certificate for the F/Y 2080/081.

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

**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.

## 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:	