

Madan Bhandari University of Science and Technology Development Board
Setopati, Sainbu, Lalitpur Metropolitan City Ward 18
Notice on Requirement for the Services of Consultants and Service Contract
Date of first publication in Kantipur: Baishakh 26, 2079

The Board intends to hire services of the following consultants:

1. Plant Pathologist Consultant– 1
2. Civil Engineering Consultant-Site based – 1
3. Senior Financial Management & Public Relations Consultant– 1
4. Senior Administrative Management Consultant – 1
5. Secretarial Assistant – 1
6. Office Helper-1 (Service Contract)

Interested individuals or eligible firms are invited to submit proposals within 5 pm on Jestha 10, 2079 to the email address of the Board – info@mbustb.edu.np. The TORs for the consultants are provided in Annex 1. The proposals should be completed with 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 2077/78
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 2077/78
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 Development Board

**Terms of Reference and Scope of Services
Plant Pathologist Consultant**

Background

The Government has formed Madan Bhandari University of Science and Technology Infrastructure Development Board with a view to make preparation for establishment of Madan Bhandari University of Science and Technology (MBUST). This university is being envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations attaining the goal of Prosperous Nepal and Happy Nepali.

The university has adopted a strategy for aligning its academic and research programs with areas of the economy, which have significant potential for contribution to the economic growth. Guided by this policy the university has been focusing on the following research areas: artificial intelligence, organic agriculture, forest biomaterials, tourism infrastructure, hill transportation planning, natural products, among others. To support teaching and research related to organic agriculture the Board is looking for an expert who could help develop organic fertilizer and pesticides and who has the experience of engagement in organic agriculture.

Scope of Work

1. Based on the information on soil nutrients in the trial farm area and crops selected for plantation in the farm *identify* fertilizer needs for the selected crops.
2. Based on the fertilizer needs *identify* biofertilizers, which could be produced at the farm and which should be purchased from the market.
3. Design a research project to identify efficient and effective technology for production of fertilizer on the farm.
4. Evaluate efficacy of selected fertilizers produced on farm and purchased from the market through application in the trial farm.
5. Prepare an inventory of pests found in Chitlang, and, identify from among those pests which may infect the plants proposed for the trial farm.
6. Prepare a list of biopesticides, which may be produced on farm and should be purchased from the market.
7. Design a research project to identify efficient and effective technology for production of biopesticides on the farm.
8. Evaluate efficacy of selected biopesticides produced on farm and purchased from the market through application in the trial farm.
9. Participate in the institutional development by participating in a variety of activities.

Duration of Service

The supervision consultant shall provide his/her services for 180 person-days on intermittent basis over the period commencing from June 01, 2022 and continuing through May 31, 2023 or any other period as may be subsequently agreed by the parties in writing.

Expected Outputs

1. Identification of fertilizer needs for the trial farm based on the information on soil nutrients in the trial farm area and crops selected for plantation in the farm.
2. Identification of biofertilizers, which could be produced at the farm and which should be purchased from the market, based on the fertilizer needs.
3. Design a research project to identify efficient and effective technology for production of biofertilizer on the farm.
4. Evaluation efficacy of selected biofertilizers produced on farm and purchased from the market through application in the trial farm.
5. Preparation of an inventory of pests found in Chitlang and identification pests, from among them, which may infect the plants proposed for the trial farm.
6. Preparation of a list of biopesticides, which may be produced on farm and should be purchased from the market.
7. Design a research project to identify efficient and effective technology for production of biopesticides on the farm.
8. Evaluation of the efficacy of selected biopesticides produced on farm and purchased from the market through application in the trial farm.

Reporting

The consulting firm shall report to the Chairperson of the Board.

Payments

Payments shall be made to the consulting firm on output basis as follows:

- 10% of the contract amount after submission of the report on output 1 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 2 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 3 satisfactory to the Board.

- 10% of the contract amount after submission of the report on output 4 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 5 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 6 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 7 satisfactory to the Board.
- 10% of the contract amount after submission of the report on output 8 satisfactory to the Board.
- 10% of the contract amount after delivery of consolidated draft report.
- 10% of the contract amount after delivery of consolidated final report.

Qualifications

- PhD degree in plant pathology or other relevant fields.
- All time google citations not less than 190.

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 Development Board

Terms of Reference and Scope of Services Civil Engineering Consultant

Background

Madan Bhandari University of Science and Technology Development Board is undertaking preparations for the establishment of Madan Bhandari University of Science and Technology (MBUST). 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. The Board will leave no stone unturned to build an institution dedicated to this 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 Board is making its best efforts to engage human resources of the highest caliber with strong dedication and commitment and impeccable integrity.

The land for the university has been identified at Chitlang, Thaha Municipality, and Panchkhal and Namobuddha Municipalities. The construction of the Graduate Program Building I&II is nearing completion. The Board is planning to invite bids for construction of the Graduate Program Building III&IV, guard houses, second deep tube well boring. Bids for a solar PV plant, which will be a constituent of a micro-grid comprising of solar and pump-storage plants to be developed later, are being evaluated.

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 Board 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 guard houses.
- Supervision of solar power plant.
- Assistance in design and supervision of pump storage plant.
- 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 staff and others.
- Institutional development work.
- Other miscellaneous work.

Duration of Services

The consultant shall provide his/her services on intermittent basis for 600 days over the period commencing from June 1, 2022 to May 31, 2024 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 Chairperson of the Board.

Payments

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

Qualifications

- Bachelor's degree in civil engineering.
- At least 2 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.

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 Development Board

Terms of Reference for the Consulting Service of Senior Financial Management and Public Relations Consultant

Background

Madan Bhandari University of Science and Technology Development Board is undertaking preparations for the establishment of Madan Bhandari University of Science and Technology (MBUST). 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. The Board will leave no stone unturned to build an institution dedicated to this 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 Board is making its best efforts to engage specialists of the highest caliber with strong dedication and commitment and impeccable integrity.

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

The board is a small organization. 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 Board.

Scope of Work

- The consultant shall be responsible for the financial management including operation of the Board 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 Consultants and Senior Procurement Consultant and other consultants.

Reporting

The consultant shall report to the Chairperson of the Board.

Duration of Service

The consultant shall provide his/her services on intermittent basis for 380 days over the period commencing from June 1, 2022 to May 31, 2024 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.

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 Development Board

Terms of Reference for the Consulting Services of Senior Administrative Management Consultant

Background

Madan Bhandari University of Science and Technology Development Board is undertaking preparations for the establishment of Madan Bhandari University of Science and Technology (MBUST). 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. The Board will leave no stone unturned to build an institution dedicated to this 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 Board is making its best efforts to engage specialists of the highest caliber with strong dedication and commitment and impeccable integrity.

The board 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 board 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 board's website management, financial management, inventory management. In addition, the consultant is expected to contribute to overall institutional development of the Board.

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 Chairperson of the Board.

Duration of Service

The consultant shall provide his/her services on intermittent basis for 380 days over the period commencing from June 1, 2022 to May 31, 2024 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.

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.

मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय पूर्वाधार विकास समिति,

सेतोपाटी, सैवु ललितपुर

कार्यालय सहायकको कार्यक्षेत्रगत शर्तहरू र कार्य विवरण

पृष्ठभूमि

मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय स्थापनाको लागि आवश्यक तयारीको लागि मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय पूर्वाधार निर्माण विकास समिति गठन भएको हो । विश्वस्तरीय विश्वविद्यालयको रूपमा परिकल्पना गरिएको यस विश्वविद्यालय समृद्ध नेपाल सुखी नेपालीको राष्ट्रिय आकांक्षा पूरा गर्नको लागि एक साधनको रूपमा रहेको छ । । उपरोक्त उद्देश्यमा समर्पित भै प्रतिष्ठानले आफु अन्तर्गतको जनशक्तिको मूल्याङ्कनमा जातीय र राजनैतिक पूर्वाग्रह, भ्रष्टाचार, नातावाद, कृपावाद, र लैंगिक विभेद एवं अन्य भेदभावबाट मुक्त राख्ने र विशुद्ध कार्य क्षमताको आधारमा मात्र गर्न कुनै किसिमको कसर बाँकि राख्ने छैन ।स्वच्छता, उच्च समर्पण, कर्तव्य बोधमा प्रतिबद्धता गुण सहितको जनशक्ति मात्र विकास समितिमा संलग्न गर्न समितिप्रयत्नशील रहेको छ ।

कार्यक्षेत्रहरू

- १.रिसेप्शनिस्टको जिम्मेवारी वहन गर्ने ।
- २.कार्यालयमा आउने र कार्यालयबाट पठाउने चिट्ठिपत्रहरूको दर्ता-चलानी अभिलेख राख्ने तथा पत्रहरूको स्क्र्यान प्रतिहरू सभरमा अभिलेखिकरणको व्यवस्था गर्ने ।
- ३.कार्यालय सम्बन्धी कागजातहरू फोटोकपी/स्क्र्यान गर्ने ।
- ४.वैठक संचालनका लागि सूचना प्रविधि उपकरण व्यवस्थापन गर्ने गरी बैठक संचालनमा सहयोग पुर्याउने ।
- ५.कार्यालयको सामानको अभिलेख व्यवस्थापन र अनुगमनमा सहयोग पुर्याउने ।
६. कार्यालयको भण्डार व्यवस्थापनमा सहयोग पुर्याउने ।
७. आईपर्ने कार्यहरूमा आवश्यकता र खाँचो बमोजिम सहयोग गर्ने ।

रिपोर्टिङ्ग

परामर्शदाताले समितिका अध्यक्षलाई रिपोर्टिङ्ग गर्नु पर्नेछ ।

कार्य प्रारम्भ मिति, समय र अवधि

परामर्शदाताको सेवा अवधी सम्झौता भएको मितिले ३८० कार्य दिनको हुने । साथै सेवा आवश्यकताको आधारमा सम्झौता बमोजिमको पारिश्रमिक दरमा अवधि बढाउन सकिने छ ।

भुक्तानी

भुक्तानी मासिक रुपमा गरिने छ ।

परामर्शदाताको निर्धारित योग्यता

- न्यूनतम माध्यमिक तह वा सो सरहको परिक्षा ।
- कम्प्युटरको ज्ञान: वर्ड प्रोसेसिङ्ग र एक्सेल शिप ।
- प्रिन्टर, स्क्यानर, तथा फोटोकपी यन्त्रहरु संचालन गर्ने क्षमता ।
- भि.सि. कन्फरेन्सिङ्ग उपकरण संचालन गर्ने क्षमतालाई ग्राह्यता ।
- कार्य विवरणमा उल्लिखित क्षमताको परीक्षण परीक्षा र अन्तर्वार्तामा माध्यमबाट गरिने ।

छनौट विधि

परामर्शदाताको छनौट सार्वजनिक खरिद ऐन, २०६३ र सार्वजनिक खरिद नियमावली, २०६४ बमोजिम योग्यता, अनुभव र निर्धारित जिम्मेवारी सम्बन्धी कार्यक्षमताको आधारमा गरिनेछ ।

मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय पूर्वाधार विकास समिति,

सेतोपाटी, सैवु ललितपुर

कार्यालय सहयोगीको कार्यक्षेत्रगत शर्तहरू र कार्य विवरण

पृष्ठभूमि:

नेपाल सरकारले मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय स्थापनाको लागि प्रारम्भिक कार्यहरू गर्न मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय विकास समितिको स्थापना भएको छ । समितिको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हेतुले कार्यालय सहयोगीको आवश्यकता महसुश भएकोले सेवा करारमा नियुक्ति गर्न यो कार्यक्षेत्रगत शर्तहरू तयार गरिएको छ ।

उद्देश्य:

यस सेवाको उद्देश्य यस विकास समितिको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हो ।

कार्यक्षेत्रहरू

- कार्यालय समय भन्दा आधा घण्टा अगाडि कार्यालय खोल्ने र कार्यालय समय पछि कार्यालय बन्द गर्ने ।
- कार्यालयको सम्पूर्ण भवन (शौचालय लगायत) र कम्पाउण्डको सरसफाई गर्ने र बगैँचाको स्याहार तथा सम्भार गर्ने ।
- कार्यालयमा उपलब्ध चिया, पानी तथा नास्ता कर्मचारी तथा आगन्तुकका लागि व्यवस्था गर्ने ।
- कार्यालयका अन्य कर्मचारीको अनुरोध बमोजिम कार्यालयको अन्य कार्यमा सहयोग पुऱ्याउने ।
- कार्यालयको सामान ओसार पसार गर्ने ।
- चिठी पत्र पुऱ्याउने ।
- बिजुली, पानी र टेलिफोन महशूल तिर्ने ।

कार्यालय सहयोगीको निर्धारित योग्यता

- शैक्षिक योग्यता: सामान्य लेखपढ
- सीप: कार्यक्षेत्रमा तोकिएका कार्य सम्पादन गर्ने क्षमता (प्रयोगात्मक परीक्षा लिइने)

कार्य प्रारम्भ मिति, समय र अवधि

सेवा प्रदायकले असार ०१, २०७९ देखि श्रावण ३१, २०८० को अवधि भित्र करीब १९० कार्य दिन काम गर्नु पर्नेछ । आवश्यकता अनुसार मौजुदा दैनिक दररेटमा करार अवधि थप गर्न सकिने ।

सेवा प्रदायकका दायित्वहरु

कार्यक्षेत्रगत शर्त र कार्यविवरण अनुसार दोस्रो पक्षले स्तरीय र पेशागत मापदण्ड, गुणस्तर, छिटो छरितो तथा कार्यालय र कार्यालयको सेवाग्राहीहरुप्रति उत्तरदायी र जवाफदेहीपूर्ण भई सम्भौता बमोजिम कार्य सम्पादन गर्नु पर्नेछ ।

सेवा प्रदायकले कार्यालय सहयोगीको सेवा प्रदान गर्दा श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालयको मिति २०७५ असोज १९ गतेको नेपाल राजपत्रमा प्रकाशित भए बमोजिमका शर्तहरु पालना गर्नु पर्नेछ । सेवा प्रदायकले करारमा तोकिए बमोजिमको पारिश्रमिक सुविधा कार्यालय सहयोगीलाई अनिवार्य रुपमा दिनु पर्नेछ ।

छनौट विधि

सार्वजनिक खरिद ऐन, २०६३ र सार्वजनिक खरिद नियमावली, २०६४ बमोजिम योग्यता, अनुभव र कार्यक्षमताको आधारमा सेवा प्रदायकको नियुक्ति गरिनेछ

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय
पूर्वाधार निर्माण विकास समिति
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:	