

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: Mangsir 21, 2080 (December 07, 2023)

The Board intends to hire services of the following consultants:

1. Academic Affairs Advisor – 1
2. Research Advisor -1
3. Senior Procurement Consultant - 1
4. Senior Administrative Management Consultant (A) – 1
5. Senior Finance Management Consultant – 1
6. Senior Administrative Management Consultant(B) -1
7. Civil Engineering Consultant – 1
8. Site Based Civil Engineering Consultant -1
9. Secretarial Assistant -1
10. Driver-1 (Service Contract)
11. Bagaiche -1 (Service Contract)
12. Office Helper -2 (Service Contract)

Interested individuals or eligible firms are invited to submit proposals within 4:00 pm of Poush 6, 2080 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 2079/80 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 registration certificate
2. Copy of Tax clearance certificate for the F/Y 2079/80 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 consultant

**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/14/2080/81**

## **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 is scheduled to start the academic teaching and research from December 1, 2023 by enrolling Master's and PhD students in Forest Biomaterials, Organic Agriculture and Tourism Infrastructure.

To date the University has appointed only the President and Vice President Administration and Finance from among the senior management positions. 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 December 27, 2023 and continuing through December 26, 2024 or any other period as may be subsequently agreed by the parties in writing. The Contract may be extended at the same daily 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 registered in the relevant office and having VAT registration and tax clearance certificate for FY 2079/80 or evidence of tax return submission or extension of time for the submission of tax return are eligible to supply a qualified professional. Individual consultants registered in the relevant office and having VAT registration and tax clearance certificate for FY 2079/80 or evidence of tax return submission or extension of time for the submission of tax return 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, Nepal**  
**Terms of Reference for Research Advisor**  
**Contract ID: MBUST/CS/15/2080/81**

**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 is scheduled to start the academic teaching and research from December 1, 2023 by enrolling Master's and PhD students in Forest Biomaterials, Organic Agriculture and Tourism Infrastructure.

To date the University has appointed only the President and Vice President Administration and Finance from among the senior management positions. Since the MBUST is a research-based university its success will be largely determined by the success it achieves in research. Therefore, a dedicated advisor on research is needed. This TOR is for a Research Advisor to be hired through the public procurement process as a consultant.

**Scope of Work**

- To deliver a course on research methodology.
- To mentor teaching staff and students in research.
- To assist teaching staff in developing research grant proposals.
- To supervise student and teaching staff research.
- To guide students and teaching staff in publications.
- To assist in publication of a technical journal.
- To help build collaboration with faculty from reputed universities.

**Duration of Service**

This is a time-based contract. The consultant shall provide services for 150 person-days commencing from December 27, 2023 and continuing through December 26, 2024 or any other period as may be subsequently agreed by the parties in writing. The Contract may be extended at the same daily rate.

**Expected Outputs**

Monthly reports on each task 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 registered in the relevant office and having VAT registration and tax clearance certificate for FY 2079/80 or evidence of tax return submission or extension of time for the submission of tax return are eligible to supply a qualified professional. Individual consultants registered in the relevant office and having VAT registration and tax clearance certificate for FY 2079/80 or evidence of tax return submission or extension of time for the submission of tax return are also eligible to apply.

**Qualifications**

- PhD in science and technology subjects.
- At least fifteen years of professional experience.
- At least ten years of experience in the position of professor.
- Google h-index of over 25 or equivalent.
- Experience of securing international research funding as a principal investigator.
- Experience of successful supervision of over 10 PhD students.
- Excellent interpersonal skills and team work experience.

**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, Nepal  
Terms of Reference and Scope of Services for Senior Procurement Consultant  
Contract ID: MBUST/CS/16/2080/81**

**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.

**Objectives**

The purpose of this consulting service is to assist MBUST in providing expert advice on procurement of goods, services and works for ensuring adoption of proper procurement procedures with economy, efficiency and transparency as well as accelerate procurement practice/ processes.

**Scope of Work**

- Prepare and update periodically the project procurement plan;
- Provide expert advice on procurement of goods, services and works;
- Prepare necessary procurement documents, bid invitation notice required for the procurement of goods, works, and consulting services including drafting and issuing tender documents
- Provide support on the pre-qualification, short-listing, evaluation of bids/proposals;
- Support on the award of contract and
- Assist in negotiating with bidders, when required, and preparing contract documents
- Provide periodic reports on activities to the chairperson.

**Duration of service**

The Consultant shall provide 500 hours input on as and when required basis over the period commencing from April 15, 2024 and continuing through August 15, 2025 or any other period as may be subsequently agreed by the parties in writing. The contract may be extended as required at the original remuneration rate, if required.

**Expected Outputs**

Timely completion of proposed procurement as per annual program of Madan Bhandari University of Science and Technology.

**Reporting**

The consultant shall report to the President, Madan Bhandari University of Science and Technology.

**Deliverables**

Monthly reporting of tasks accomplished.

**Payments**

Payment shall be made on a monthly basis based on the time sheet as well as progress report.

**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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

**Qualifications of consultants**

- Should have at least Master's degree in Economics/Engineering/Business Management/Administration/Law/ Sociology/ Business Administration or in relevant subjects.
- Should possess at least ten years of demonstrated professional experience in the field of public procurement in Government/ Public Enterprises/ NGO/INGO / World bank/ Asian Development Bank / UN agencies
- Should have at least 7 days training in procurement management.
- Should be fully conversant with the Government of Nepal procurement policies, guideline and procedures evidenced by her/his involvement in procurement functions,
- Extensive experience of procurement work in donor and government supported projects.
- Experience in government offices preferably at the level of division chief.
- Excellent track record of on-the-job performance.
- Good Knowledge of Computer/ IT skills as demonstrated by capability to work on line. Ability to support online at a short notice.
- Good interpersonal skills.

**Selection Criteria:**

The consultant shall be selected following Selection based on 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**  
**Terms of Reference for the Consulting Service of Senior Administrative Management  
Consultant (A)**  
**Contract ID: MBUST/CS/17/2080/81**

### **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 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 of the University.



**Duration of Service**

The Consultant shall be hired for about 320 working days from March 01, 2024 to May 31, 2025. 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 2079/080 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 2079/080 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 Services**  
**Senior Financial Management Consultant**  
**Contract ID No.: MBUST/CS/18/2080/81**

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

The university is entirely staffed by consultants and individuals under service contract as its organizational structure has not been created. 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 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 of the University.

**Duration of Service**

The Consultant shall be hired for about 320 working days from December 27, 2023 to March 31, 2025 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**  
**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/19/2080/81**

## **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 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 of the University.

**Duration of Service**

The Consultant shall be hired for about 320 working days from December 27, 2023 to March 31, 2025 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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

**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**  
**Civil Engineering Consultant**  
**Contract ID: MBUST/CS/20/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. The University is going to enroll a small number of students in research-based master's and PhD programs from December of 2023. Two buildings have been completed and a third building is under construction. The construction of 500kWp solar PV plant and construction of CSEB Guard houses are expected to be completed nearly. The bid for the fourth building is expected to be contracted soon. Consultants are updating the master plan of the University. Construction of physical facilities are expected to continue for a few years. At present the construction works are being supported from the University side by a site civil engineer, a civil engineer and an academic infrastructure development consultant. The contract with the civil engineer is ending. This TOR is for the civil engineer.

The University is seeking services from a civil engineer with experience in supervision of civil works construction and design, procurement of civil works and goods and handling PPMO portal.

**Scope of Work**

- To supervise works and services.
- To provide support to procurement of goods.
- To handle e-procurement through the PPMO portal.
- To prepare bid documents for works, goods and services.
- To undertake minor design of civil works.
- Other work within the competence of the consultant.

**Duration of Service**

The supervision consultant shall provide his/her services on intermittent basis for 200 days over the period commencing from December 27, 2023 and continuing through December 26, 2025 or any other period as may be subsequently agreed by the parties in writing. The Contract can be extended on the same rate if agreed by both parties.

**Expected Outputs**

To prepare documents and provide advice as described in the scope of work.

**Reporting**

The consulting firm shall report to the President of the University.

**Payments**

This is a TOR for time-based services. Payments shall be made on a monthly basis based on the time spent in days for the assignment.

**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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

**Qualifications of the expert the Consulting firm shall engage for the performance of the contract**

- Master's degree in civil engineering preferably construction management.
- At least 10 years' experience of supervision of civil engineering projects including in public agencies.
- Experience of supervision of water supply and sanitary projects.
- Experience of e-procurement through PPMO portal.
- Good knowledge of procurement policies, guidelines and procedures.
- Experience of procurement of works, goods and services.
- Good IT skills.
- Ability to provide support online at a short notice.
- 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**  
**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/21/2080/81**

## **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 IV as well as Construction of Guard Houses is nearing completion. The University has invited the bids and is going to award the contract for construction of the Graduate Program Building III. The first academic session is going to start from December 1, 2023. 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 IV
- Supervision of Graduate Program Building III
- Assistance in design and supervision of bio gas plants.
- 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 December 27, 2023 to April 30, 2025 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 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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

**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**  
**Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal**  
**Terms of Reference for the Consulting Service of Secretarial Assistant**  
**Contract ID: MBUST/CS/22/2080/81**

**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 making its best efforts to engage human resources of the highest caliber with strong dedication and commitment and impeccable integrity.

The University is looking for a secretarial assistant with qualifications to support the University team.

**Scope of Work**

- To handle the responsibility of a receptionist.
- To maintain letter receipt and dispatch record and file scanned copies in the server.
- To scan and photo copy documents.
- To assist during meetings including setting up video conferencing facility.
- To assist in maintaining and monitoring office inventory.
- To assist in managing the store.
- To assist in other activities as required.

**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 the date of signing the contract. The contract duration may be extended as required at 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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 or evidence of tax return submission or extension of time for the submission of tax return.

**Qualifications of consultants**

- At least Secondary Education Examination or equivalent.
- Computer literacy: word processing and excel skills.
- Ability to handle printers, scanners and photocopiers.
- Ability to handle VC equipment preferable.
- Demonstration of the ability to perform tasks described in the TOR as evidenced by the performance in practical examinations and interview organized by the university.

**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 of Driver**  
**Contract ID No.: MBUST/NCS/02/2080/81**

**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 January 15, 2024 to May 31, 2025. 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 2079/080 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 registration certificate and Tax clearance certificate for the F/Y 2079/080 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.

मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बागमती प्रदेश, नेपाल  
बगैँचेको कार्यक्षेत्रगत शर्तहरू र कार्य विवरण

**Contract ID No.: MBUST/NCS/03/2080/81**

## **पृष्ठभूमि**

नेपाल सरकारले मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय ऐन २०७९ जारी गरे अनुसार थाहा नगरपालिका, चित्लाङ्गमा मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय स्थापना भएको छ । चित्लाङ्गमा निर्माण कार्यहरू भईरहेको । विश्वविद्यालयको पर्यावरण सुधार्न गत आ.व.मा वृक्षरोपण गरिएको । विश्वविद्यालयले प्राज्ञानिक कृषी सम्बन्धी अनुसन्धान संलग्न हुने योजना अनुरूप कृषी फार्मको लागि जग्गा समेत रेखाङ्कण गरिएको । विश्वविद्यालयको जग्गा भित्र रोपिएका विरुवा, नीलकाँडा र कीवि संरक्षण तथा कृषि फार्म हेरचाहको लागि एक बगैँचे विश्वविद्यालयको लागि आवश्यक भएकोले सेवा करारमा नियुक्ति गर्न यो कार्यक्षेत्रगत शर्तहरू र कार्य विवरण तयार गरिएको ।

## **उद्देश्य**

यस सेवा करारको उद्देश्य यस विश्वविद्यालयको जग्गामा विरुवा रोप्ने र हुर्काउने, स्याहार सम्भार तथा सुरक्षा गर्ने तथा कृषि फार्मको हेरचाह गर्ने हो ।

## **कार्यक्षेत्रहरू**

- विश्वविद्यालयको निर्धारित स्थानहरूमा विभिन्न उद्देश्य अनुरूपको विरुवा रोप्नको लागि उपयुक्त बोट-विरुवाको चयन गर्न सुझाव दिने ।
- निर्धारित स्थानहरूमा विरुवा रोप्नका लागि जमिन व्यवस्थापन गर्ने र माटोलाई उचित अवस्थामा तयार पार्ने ।
- रोपिने विरुवाको बोटको व्यवस्था गर्ने ।
- विरुवा रोप्ने कार्य गर्ने र रोपिएका विरुवाहरूको संरक्षण गर्ने ।
- विश्वविद्यालयको क्षेत्र भित्र रहेका बोट विरुवा हुर्काउनको लागि आवश्यक रेखदेख गर्ने, स्याहार गर्ने ।
- विश्वविद्यालयको क्षेत्र भित्र रोपिएका बोट विरुवाहरूलाई मानव एवं चौपायाहरूको अतिक्रमणबाट जोगाउने ।
- विश्वविद्यालयको जग्गा र भौतिक सम्पत्तिको रेखदेख गर्ने र आवश्यक स्याहार सम्भार गर्ने ।
- विश्वविद्यालयको जग्गाको र भौतिक सम्पत्तिको सुरक्षाका लागि कार्यरत कर्मचारीलाई सहयोग गर्ने ।
- कृषि फार्मको हेरचाह गर्ने ।
- स्थानीय वन उपभोक्ता समिति र स्थानीय बासिन्दासँग कार्य क्षेत्र सम्बन्धी कार्य सम्पादनको लागि आवश्यक भए अनुसार समन्वय गर्ने ।

## **आवश्यक योग्यता**

- बोट विरुवा रोप्ने र हुर्काउने काममा पर्याप्त अनुभव भएको ( १० वर्ष ) ।
- बोट विरुवाको नाम पहिचान गर्न सक्ने ।
- माटोको किसिम अनुसार रोप्नका लागि बोट विरुवा छुट्याउन सक्ने ।
- मौसम सुहाउँदो बोट विरुवा रोप्ने विषयको ज्ञान भएको ।
- साधारण लेखपढको ज्ञान भएको ।

## **कार्य प्रारम्भ मिति, समय र अवधि**

सेवा प्रदायकले पौष १६, २०८० देखि चैत्र ३०, २०८१ को अवधि भित्र करीब २७५ कार्य दिन काम गर्नु पर्नेछ ।

## **सेवा प्रदायकका दायित्वहरु**

कार्यक्षेत्रगत शर्त र कार्य विवरण अनुसार दोस्रो पक्षले स्तरीय र पेशागत मापदण्ड, गुणस्तर, छिटो छरितो तथा कार्यालय र कार्यालयको सेवाग्राहीहरु प्रति उत्तरदायी र जवाफदेही पूर्ण भई सम्झौता बमोजिम कार्य सम्पादन गर्नु पर्नेछ ।

सेवा प्रदायकले बगैँचेको 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 बगैँचेलाई अनिवार्य रुपमा दिनु पर्नेछ ।

## **छनौट विधि**

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



मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका वडा ९  
कार्यालय सहयोगीको कार्यक्षेत्रगत शर्तहरू र कार्य विवरण  
**Contract ID No.: MBUST/NCS/04/2080/81**

## पृष्ठभूमि

श्रावण १८, २०७९ मा मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय स्थापना भएको । विश्वविद्यालयको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हेतुले कार्यालय सहयोगीको आवश्यकता भएकोले सेवा करारमा नियुक्ति गर्न यो कार्यक्षेत्रगत शर्तहरू तयार गरिएको छ ।

## उद्देश्य

यस सेवाको उद्देश्य यस विश्वविद्यालयको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हो ।

## कार्यक्षेत्रहरू

- कार्यालय समय भन्दा आठ घण्टा अगाडि कार्यालय खोल्ने र कार्यालय समय पछि कार्यालय बन्द गर्ने ।
- आवश्यकता अनुसार कार्यालय कक्ष (शौचालय लगायत) सरसफाई गर्ने ।
- कार्यालयमा उपलब्ध चिया, पानी तथा नास्ता कर्मचारी तथा आगन्तुकका लागि व्यवस्था गर्ने ।
- कार्यालयको कागजपत्र दर्ता तथा चलानी 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 ।
- आवश्यकता बमोजिम अन्य काम गर्ने ।

## कार्य प्रारम्भ मिति, समय र अवधि

सेवा प्रदायकले पौष १६, २०८० देखि चैत्र ३०, २०८१ को अवधि भित्र करीब २५० 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 सेवाग्राहीहरु प्रति उत्तरदायी र जवाफदेहीपूर्ण भई सम्झौता 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  
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"/><br>(ख) नविकरण गरिएको छ <input type="checkbox"/> छैन <input type="checkbox"/><br>(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/><br>(घ) कर चुक्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/><br>(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:<br>मालसामानको प्रकृति<br>समेत उल्लेख गर्ने  |  | (ख) निर्माण कार्य        |  |

|   |             |   |  |
|---|-------------|---|--|
| (ग) परामर्श सेवा:<br>परामर्श सेवाको<br>प्रकृति समेत उल्लेख<br>गर्ने |             | (घ) अन्य सेवा:<br>(अन्य सेवाको प्रकृति<br>समेत उल्लेख गर्ने |  |
|   |             |   |  |
| निवेदन दिएको मिति:  | फर्मको छाप: | निवेदकको नाम:<br>हस्ताक्षर:                                 |  |