



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

Notice on Requirement for the Services of Consultants

Date of publication: Bhadra 18, 2083 (September 03, 2026)

The University intends to hire services of the following consultants:

1. Academic Affairs Advisor – 1
2. Site Based Civil Engineering Consultant -1
3. Secretarial Assistant -1

Interested individuals or eligible firms are invited to submit proposals within 5:00 pm of Aswoj 02, 2083 to the email address– 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 2081/82
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 2081/82
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/04/2083/84

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 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 the President, Vice President-Academic, Vice President-Administration and Finance and Director from among the senior management positions. The academic working load is increasing, therefore, to assist the President and Vice President Academic 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

The consultant shall provide services for 120 person-days on as and when required basis over the period commencing from October 01, 2026 and continuing through September 30, 2027 or any other period as may be subsequently agreed by the parties in writing. The contract period can be extended as business need of the University, performance of the Consultant and availability of budget 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 2081/82 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 2081/82 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 and Scope of Services for Site Based Civil Engineering Consultant
Contract ID: MBUST/CS/05/2083/84

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 building prosperous and just Nepal. 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. The construction of the four buildings – GPB I, GPB II, GPB III and GPB IV are completed. The four buildings have been used in full phase. The construction of Guest Houses, Construction of Undergraduate Program Building as well as University Partial Road Gravelling Works is going on. The fourth academic session of Organic Agriculture and Forest Biomaterial Science and Engineering as well as third academic session of AI and Data Science is going to start from November 2026. Therefore, all the setup 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

- Coordinate the meeting for supervision of Construction of Guest House
- Coordinate the meeting for supervision of Construction of Undergraduate Program Building
- Supervision of University Partial Road Gravelling Works
- Facility management.
- Supervision of local staff and tree plantation.
- Minor design work.
- Providing support during field visit of Board of Trustee and other visitors.
- Institutional development work.
- Other miscellaneous work.

Duration of Service

The Consultant shall be hired for about 320 working days from October 01, 2026 to September 30, 2027 or any other period as may be subsequently agreed by the parties in writing. The term can be extended as per availability of budget and as per need of the University and depending upon the work performance of Consultant at the existing 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 2081/082 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 2081/082 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 5 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
Terms of Reference for the Consulting Service of Secretarial Assistant
Contract ID: MBUST/CS/06/2083/84

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 building prosperous and just Nepal. 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 making its best efforts to engage human resources of the highest calibre 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 Vice President of the University.

Duration of Service

The Consultant shall be hired for about 320 working days from November 17, 2026 to March 16, 2028 or any other period as may be subsequently agreed by the parties in writing. The term can be extended as per availability of budget and as per need of the University and depending upon the work performance of Consultant at the existing remuneration rate.

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 2081/082 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 2081/082 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 Smart Board as well as 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.

Annex 2

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बागमती 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:
(ड) टेलिफोन नं.	(च) मोबाईल नं.
२. मौजुदा सूचीमा दर्ता हुनको लागि निम्न बमोजिमको प्रमाणपत्र संलग्न गर्नु होला ।	
(क) संस्था वा फर्म दर्ताको प्रमाणपत्र छ ☐ छैन ☐	
(ख) नविकरण गरिएको छ ☐ छैन ☐	
(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ ☐ छैन ☐	
(घ) कर चुक्ताको प्रमाणपत्र छ ☐ छैन ☐	
(ड) कुन खरिदको लागि मौजुदा सूचीमा दर्ता हुन निवेदन दिने हो, सो कामको लागि ईजाजतपत्र आवश्यक पर्ने भएमा सोको प्रतिलिपि छ ☐ छैन ☐	
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:	