



**REQUEST FOR PROPOSAL (RfP) DOCUMENT
FOR
IMPLEMENTATION OF 1696 HOURS TRAINING WITH OJT PROGRAM
ON
Professional Building Electrician**

**Issued Bardaghat Municipality for Enhanced Skills for Sustainable and
Rewarding Employment Project**

18 August 2022





NOTICE OF REQUEST FOR PROPOSAL (RFP)

FOR IMPLEMENTATION OF 1696 HOURS TRAINING WITH OJT PROGRAM

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) -II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland implemented by 3 tiers of government at Federal, Provincial and Local level with technical assistance from **Helvetas Nepal**. The overall goal of the project is to contribute for improved living standard of Nepalese workers particularly from disadvantaged groups to benefit from continuous employment.

In this connection, under ENSSURE-II, **Bardaghat Municipality**, Nawalparasi invites proposals from interested and competent Training Institutes/Technical Schools/Industry having training facilities with adequate physical infrastructures and Human resources, to implement the 1696 hours, CTEVT-Level-2 training Program on Professional Building Electrician as per the CTEVT's curricula.

The interested bidders are requested to submit the sealed technical and financial proposal separately in the given format by the 15 days of the notice published. The details about format of financial and Technical Proposal can accessed on (bardaghatmun.gov.np)

Bidders are requested to submit the below given documents along with proposals.

- Copy of firm's renewal, organization or company registration certificate indicating at least three years standing of the firm/s;
- Copy of PAN/VAT registration certificate.
- Copy of tax clearance report for the last fiscal year
- Copy of audit report for the last fiscal year
- Copy of valid CTEVT affiliation certificate to conduct 1400-1696 hours training in related occupation or
- Copy of Valid CTEVT affiliation to conduct the pre/diploma in related occupation or,
- Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation

The bid documents must be submitted in one sealed envelope containing 2 separate envelopes of the following documents:

- i. Technical Proposal and Documents for eligibility,
- ii. Financial Proposal,

The consultants will be selected following the Quality and Cost based Selection (QCBS) method. The minimum score to pass the technical proposal is 60 percent. **Bardaghat Municipality** reserves the right to accept or reject any or all proposals without stating any cause.

The deadline for the submission of proposal is before 5:00 PM, 1st september 2022. In case of the last day of submission falls on public holiday, then the next working day and same time shall be considered as the last date

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Technical Proposal - Standard Forms

- 3A. TECHNICAL PROPOSAL SUBMISSION LETTER.
- 3B. CONSULTANT'S REFERENCES.
- 3C. SPECIFIC EXPERIENCE OF THE CONSULTANTS RELATED TO THE ASSIGNMENT
- 3D. AVAILABLE INFRASTRUCTURE AND EQUIPMENT (SUBJECT TO FIELD VERIFICATION)
- 3E. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT.
- 3F. TEAM COMPOSITION AND TASK ASSIGNMENTS.
- 3G. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF.
- 3H. ACTIVITY (WORK) SCHEDULE.

3A-3H.

3A. TECHNICAL PROPOSAL SUBMISSION LETTER



Date:

Bardaghat Municipality/Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

Subject: Submission of the Technical Proposal

Dear Sir:

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on Professional Building Electrician in accordance with your Request for Proposal dated 18th August 2022 and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve 20 trainees.

Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Stamp of the Bidder:

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3B. BIDDER'S REFERENCES

3B1. Background information (Maximum 500 words)



A. General Information of Training Provider (TP)

S.N.	Description			Remark
1	Name of the TP/Institute			
2	Address	District		
		Municipality/RM		
		Ward No.		
3	Contact Detail	Office Phone No.		
		Email Address		
4	Contact Person	Name		
		Designation		
		Mobile No.		
		Email address		

B. Legal Information

1	Main Shareholders and Their Holding	Name	Shared Percentage	Remark
2	Head of Organization	Name		
		Home Address		
		Mobile		
		Email Address		
3	Company Registration Status	Registration Number		
		Registered Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		

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C. Brief Information of the Organization (Please provide brief information of the organization including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (Maximum 2 pages).

Introduction		
Vision		
Mission		
Goal		
Areas of Expertise	Trade	Occupation
Main Geographical Regions of Experience		
Organizational Chart including the full name of Board of Directors		

3B2. Understanding the objective of the assignment

3B3. Expected output/outcome of the assignment

3C: SPECIFIC EXPERIENCES RELATED TO THE ASSIGNMENT

3C1. Training experience in same occupation (e.g L-1, L-2,L-3, 1400-1696 hours or pre/diploma etc.) imparted in last five fiscal years (2018/019 to 2021/2022)

S.N.	Occupations	Program (e.g L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc)	Number of Trainees Trained	Number of Trainees Passed Skill test	Employment rate (%)	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

(Please attach copies of experiences provided by the funding agency and NSTB only. Do not attach the copy of agreement)

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3D. AVAILABLE INFRASTRUCTURE AND EQUIPMENT

Availability of Infrastructure: Office Building, Classrooms, Practical Workshop/labs, Library, Hostels for male and female, Toilets for male and female, furniture's, Safety Equipment/Provisions etc.



3D1. Office space and training facilities

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

3D2. Safety Equipment

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

3D3. List of tools, equipment and training materials available

[Please mention the list of available teaching learning materials for those occupations in which you are intended to apply. You can add more rows where necessary.]

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

3D4. List of industries/companies accepting trainees for industry-based practices (OJT)

[Please mention the list of industries/companies who have accepted for providing industry-based practices in the proposed occupation. You can add more rows where necessary.]

SN	Name of Company	Number of Trainees accepted	In-company trainer/s confirmed (yes/no)	MOU signed (yes/no)

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3E. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT (PLEASE MENTION FOR BOTH INSTITUTE-BASED TRAINING AND INDUSTRY-BASED TRAINING)

3E1. Preparation methodology

- Selection of industry and collaboration
- MoU sign with OJT providing industries
- Outreach strategy/social marketing
- Application collection and Orientation to applicants
- Selection of trainees
- Venue Management, Human resources management, Safety Measures/ Emergency Preparedness

3E2. Implementation methodology

- Training implementation method (institute-based and industry-based)
- Work plan and personnel schedule
- Management of institute-based
- Allocation of trainees and management of industry-based training
- Monitoring and performance evaluation methodology

3E3. Post Implementation methodology

- Skill test preparation and appear in NSTB skill test
- Job placement strategy
- Communication and reporting mechanism

3F. TEAM COMPOSITION AND TASK ASSIGNMENTS

3F1. Provide information on staff proposed for the program under this assignment.

S. N.	Proposed Position	Name	Qualification	ToT /instructional skills	Years of Experience
1	Training Coordinator				
2	Instructor 1				
3	Instructor 2				

Note:

CVs of the proposed staff except In-company trainers, duly signed by the proposed professional staff and the authorized representative of the bidder must be attached for the evaluation. CV must be in the format given below in 3G.

Please submit the notarized copies of following certificates. If same expert's CV is submitted by more than one bidder such CV will not be evaluated in any bidders' favour.

1. Highest qualification certificate

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2. TOT/ instructional skills/managerial skills certificates and
3. Evidence of relevant experiences and similar tasks performed; based on the submitted CV.

→ "Bgd



3 G. FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Training Institute/Technical School: _____

Name of Staff: _____

Phone /Mobile No. of Staff: _____

Date of Birth: _____

Membership in Professional Societies: _____

Education:

[Summarize the degrees obtained, college and university and year of education completion of a staff member.]

Qualification	Institute/School/College	Year of Completion

Employment Record:

[Starting with present relevant position, list in chronological order every employment held. List all dates and positions held, names of employing organizations and major tasks performed.]

Position and Duration	Employer	Major tasks performed
Example (Instructor from 2015 to till date)	XYZ

Training:

[Summarize relevant training (TOT or Management and Supervision) successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

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3H. ACTIVITY (WORK) PLAN

Activity	<i>[1st, 2nd, etc. are months from the start of assignment. Work plan for 12 months period is required.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

7/1/2020



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Financial Proposal - Standard Forms

- 4A. FINANCIAL PROPOSAL SUBMISSION FORM
- 4B. SUMMARY OF COSTS
- 4C. DETAILED BREAKDOWN OF COST

7/11/2020

4A. FINANCIAL PROPOSAL SUBMISSION LETTER



Date:

Bardaghat Municipality / Enhanced Skills for sustainable and Rewarding Employment (ENSSURE)

Subject: Submission of the Financial Proposal

Dear Sir/Madam;

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on Professional Building Electrician occupation in accordance with your Request for Proposal dated 18th August 2022 and our Proposal. Our attached Financial Proposal is for the sum of NRs..-----
------(Amount in words-----
--). to serve 20 trainees.

Our Financial Proposal is subject to change if there is any alterations that may arise during and after the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Bidder:

Address:

Stamp of the bidder:

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4B. SUMMARY OF COSTS



Costs	Amount(s)	Amount in Figure
Subtotal		
Total Cost without VAT		
Value Added Tax (VAT)		
Total Amount of Financial Proposal		

711830
[Signature]

4C. DETAILED BREAKDOWN OF COST

Financial Proposal for Training Courses with OJT

Name of Service Provider:

Occupation: **Professional Building Electrician**

Training Duration: 1696 hrs (10 months)



Important Note:

- Proposed number of participants = 20
- Ceiling (Upper limit) of direct cost for training per participants (Excluding VAT):
- For **Professional Building Electrician: NRs,**

S.N	Particulars	Month	Quantity	Rate (NPR.)	Amount (NPR.)
A.	Direct Training Cost				
1	Remuneration				
1.1	Training Coordinator	10	1		
1.2	Instructor (Institute based)	7	2		
1.3	Instructor (During OJT)	3	1		
2	Teaching materials				
2.1	Consumable materials		20		
2.2	Non-consumable materials (Dep.)		20		
3	Other Support				
3.1	Advertisement & Selection	1	LS		
3.2	Management and Administrative cost /months	10	LS		
3.3	Utilities/months	10	LS		
	Total Cost				
	Per unit training cost				
	VAT (13%)				
	Total per unit cost including VAT				
B.	Indirect Cost (Refundable Cost)				
1	Tiffin/day	260 Day	1	75.00	19,500.00
2	Group personal accidental insurance		1	500.00	500.00
	Per trainee cost			Total	

1. Local Government will recommend the skill test to NSTB based on the provided list of technical school/TP
2. Based on recommendation of LG, the cost of skill test will be paid directly to NSTB by the project/PSU

Authorized Signature

Date:

Office Stam

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Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II

Terms of Reference (TOR)

for

Conducting 1696 hrs. Training with OJT Program

1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4 years long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, gain social and economic benefits from a federalized TVET system. To the end, the Project has been helping 3 spheres of government to assume their constitutional responsibilities in delivering TVET functions. Likewise, the project has been closely working with industries and their associations to reduce the mismatch in skills in demand and skills in supply, as well as improving the employability of the skilled human resource.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at federal level, which includes developing/updating curriculum and developing various guidelines. At province level, Ministry of Education and Sports (MoES) implements the project activities which includes implementing Dual VET apprenticeship programme. Likewise, municipalities are responsible for delivering project activities at local level which includes implementing training with OJT among other activities. Helvetas is Technical Assistance Provider (TA) in the project. It is responsible for supporting 3 spheres of government to plan and implement the project activities and ensure their qualities.

Training need assessment (TNA) conducted in Maydevi Rural Municipality has identified the building electrician as the occupation on high demand. Accordingly, the municipality is planning to conduct the 1696 hrs training with OJT on Professional Building Electrician for 20 youths in the municipality. The primary target groups of the training are females and youths from disadvantaged groups. Bardaghat Municipality invites proposal from interested and qualified Technical Schools/Training Institutes, to deliver the training as per the CTEVT approved curricula.

2. Objectives of the Assignment

The main objective of the assignment is to provide 20 youths, 60% from disadvantaged group of which 55% female, skill training with OJT on Professional Building Electrician as per CTEVT approved curricula, facilitate their skill test and placement to gainful employment after the graduation.

3. Scope of Work

The followings are the detailed scope of work of the assignment

Selection of training participants: The training school/training institute shall identify 20 youths for the training. Of the 20 youth, 60% of the youths should belong the disadvantaged groups, of which 55% should be female. The school/institute should follow the criteria outlined in the "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८" for the selection of participants. The school/institute shall conduct intensive social marketing and outreach

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activities to ensure the participation of the female and youth from disadvantaged groups. Likewise, it should involve the representative from industries and the municipality in the trainee selection process. Priority should be given for the participants from the concern municipality.

Delivery of the training: Deliver the training, institute based and industry based, in accordance with the curriculum approved by CTEVT. The training school should follow the training with OJT implementation guidelines approved by CTEVT while implementing the training program.

Facilitate in the skill test : The training institute will facilitate in the skill testing of the training participants including registration for skill test, conducting mock tests

Facilitate in the placement: The training school/institute will also support the training graduates to get gainful employment in the market. It will maintain the employment and income record of the graduates

Reporting : Provide the periodic progress reports ; inception report, institute based training completion report, industry based training completion report and final report, to the municipality in the prescribed formats.

The training will be carried out in the municipality in partnership with the industry.

3.2. Duration of the assignment:

The total duration of the assignment will be 15 months. It will start on 17th September 2022 and complete on 17th December 2023). The training institute/school should submit the detailed work plan and human resource plan including that of industry based training for the training period.

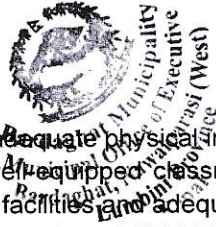
3.3. Qualification of Key Experts

Following are the tables for key experts and support staffs necessary to conduct a training event.

S. No.	Expert	Minimum Qualification
1	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level—III/Diploma with TOT in the relevant occupation/subject If Level—III/Diploma are not available in an occupation: Level— II, TSLC with TOT and 5 years' experience of trainer.
2	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in related subject or Diploma in related technical field with 3 years of specific experience.
3	Database Expert	+2 or equivalent with minimum 3 months computer training from recognized institution if no academic course is included in minimum qualification
4	Monitoring Officer and placement support officer	+2 or equivalent with minimum 2 years of specific experience in related subject.

4. Physical infrastructure and facilities requirements

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The technical school/training institute must have the adequate physical infrastructures and facilities for the training program as stated in curriculum, such as well equipped classrooms, practical labs, instructor's preparation room, rest rooms, library, extra-curricular facilities and adequate tools, equipment and training materials, safety equipment/provisions as stated in curriculum of CTEVT.

5. Roles, Responsibilities of different stakeholders

5.1 Municipality

- Training contract management
- Quality assurance of the training through regular monitoring and supervision
- Develop appropriate communication and feedback mechanism for timely and effective communication with the training institute/school
- Release payment instalments upon achievement of training milestones
- Provide the necessary printed documents to technical school/training institute and trainees
- Support technical school/training institute in conducting market assessment and in developing proposals.
- Communicate and coordinate with other stakeholders including private sector as required

5.2 Technical School/Training Institute

The roles, responsibilities and limitations of technical school/training institute include the following in addition to the responsibility and job as prescribed in "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (प्रथम संसोधन २०७८)".

5.2.1 Delivery of training

a. Pre training stage

- Conduct appropriate communication mechanism and do publicity/advertisement to attract necessary target group so that maximum of candidates knows about the program,
- Submit inception report with detailed activities plan in the format prescribed in the training with OJT implementation guideline.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator and instructors.
- Develop detailed training plan including the on the job training plan in association with the consortium industries.
- Manage other required logistics.
- Take the responsibility of selecting appropriate industry partners for conducting practical class/training
- Develop and update the code of conduct for the trainees.

b. During training stage:

Centre-based training

- Submit commencement report within 15 days of commencement of training.
- Conduct the training as per the curriculum approved by CTEVT
- Implement training program according to detailed training plan.
- Maintain conducive environment for training including Occupational Health and Safety (OHS).
- Provide tiffin and travel allowances to the trainees according to the provisions set in the contract.

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- Conduct and document performance evaluation of individual trainees
- Cooperate with stakeholders during monitoring and supervision of stakeholders
- Prepare detailed OJT plan in coordination with In-Company Trainer of consortium industry.
- Assign OJT Supervisor for regular coordination, monitoring, and supervision during OJT period
- Submit progress reports and center-based training completion report as per reporting requirement as per the contract.

Industry-based training (OJT)

- Perform regular training supervision and monitoring activities.
- Conduct and document performance evaluation of individual trainee.
- Cooperate with stakeholders during monitoring and supervision of the training
- Maintain all the training documents including database.
- Submit progress reports as per reporting requirement as per the contract and training completion report to CTEVT/ENSSURE.

5.2.2 Post-training stage:

- Coordinate for conducting skill test immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to concern municipality/ENSSURE-II .
- Follow the provisions set out in the related documents.

Besides the training institute/school will be responsible for the followings

- Submit relevant information requested by Palika.
- Conduct regular interaction program with industries and employers to increase prospects of employment.
- Ensure teaching and learning takes place at both technical school/training institute and industries.
- Ensure safety measures throughout the training course
- Prepare training plan in consultation with trainers and in-company trainers and ensure minimum of 8 hours daily on-the-job practical training at the industries
- Conduct internal assessment according to the existing guidelines/manual
- Appoint coordinator for the program who will liaison with Palika, OJT providers and trainees
- Ensure that trainees do not displace employees
- Provide orientation training to trainees and should ensure the insurance of both trainees and trainers/supervisor while conducting the training
- Deliver the new technology and skill to trainees in order to make them more enthusiastic and intelligent
- Manage and bear the necessary cost for training management, such as materials, trainer's remuneration, electricity, training venue, stationary, drinking water, communication, office management, training management
- Maintain daily attendance of trainers and trainees in accordance with the daily attendance
- Prepare On-the-job training plan with coordination of industries
- The technical school/training institute should provide the progress report in given format and timeline
- Manage proper monitoring and should ensure the quality and effectiveness of training through their internal monitoring team
- Facilitate and coordinate to related/concerned companies/industries for job placement to trainees

7/11/2020



- Follow the curriculum and procedures as approved by CTEVT
- Support and facilitate the skill test coordination with NSTB/CTEVT

5.3 OJT Provider/Industry

- Sign contracts/ MoUs with technical school/training institute
- Ensure safety measures throughout the course.
- Maintain communication with technical school/training institute and trainees
- Support Palika in monitoring and evaluation
- Prepare training plan in consultation with the technical school/training institute
- Conduct internal assessment in accordance guidelines/manual
- Ensure the provision of first aid kit, emergency service and grievance handling mechanism

5.4 Project support unit (PSU)/Helvetas

- The PSU /Helvetas will be mainly responsible for providing technical assistance to the municipality to ensure the quality of the training
- Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation and provide monitoring report to the municipality with recommendation for further action
- Support in the training information dissemination and increase outreach to the Disadvantaged people and females
- Facilitate linkage between the training providers and the industries for work-based training where possible
- Support to develop and update the trainings materials where required
- Support to develop training progress report
- Support in database operation and management
- Support in capacity building of the training providers / industries

5.5 Trainee

- Attend classes regularly (must maintain at least 90 percent attendance)
- Maintain discipline in the class/institution/industry
- Co-operate Palika/technical school/training institute in the information collection for baseline and follow-up surveys
- Maintain trainee's learning diary.
- Do and follow all the responsibility and performance as per the prescribed guideline

6 Expected outcomes

The followings are expected outcomes of the training

- 20 youths, 60% from disadvantaged communities of which 55% are female, received training with OJT (centre based and industry based) as per the CTEVT approved curriculum
- 90% of the training participants graduated
- 80% of the graduates certified by NSTB
- 80% of the graduates gainfully employed

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7 Budget and payment schedule

The total budget of the assignment is Rs 1400000.00 (Fourteen Lakhs only). The detailed breakdown of the cost is included in annex # 1. The fund will be disbursed in 4 instalments as per the schedule below,

Instalment	Deliverables	Supporting documents/evidences	Weightage	Timeline
First (Mobilization)	Signing the contract agreement,	<ul style="list-style-type: none"> • Training inception report, • Detail training plan • Bank guarantee from A category commercial bank 	20% of the contract value	Within 15 days after contract signing.
Second	Institute based training completed	<ul style="list-style-type: none"> • Training progress report after centre-based training completion. OJT plan entry in prescribed database system • Attendance sheet of trainees, • Memo printed from database system. 	40% of the contract value	After 7 months or 182 working days from the training commencement
Third	Work based training completed, graduates participated in skill test	<ul style="list-style-type: none"> • Training Completion report (including center-based training, OJT details), skill testing of NSTB/CTEVT, employment plan of graduates 	30% of the contract value	10 months or 260 working days from the training commencement
Fourth	Report of employment status and skill test result >80%	<ul style="list-style-type: none"> • Final Report including employment status, • Result sheet 	10% of the contract value	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainees attendance record.

8 Eligibility Criteria for Bidder

All technical school/training institute must fulfil the following eligibility criteria to be short listed.

S. N.	Eligibility Criteria	Compliance	Remark
1	Copy of firm's renewal, organization or company registration certificate indicating at least three years standing of the firm/s;	Yes/ No	
2	Copy of PAN/VAT registration certificate.	Yes/ No	
3	Copy of tax clearance report for the last fiscal year	Yes/ No	
4	Copy of audit report for the last fiscal year	Yes/No	

Signature



5	Copy of valid CTEVT affiliation certificate to conduct 1696 hours training in related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in related occupation or, Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation	Yes/ No	
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NOTE: Failing to submit any of the above document/s with necessary authentication will result in automatic disqualification for further evaluation process.

9. Criteria for Proposal Assessment

Evaluation of proposals shall be done under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal to be accepted is 60. RFP will called with accepted proposal scoring 60 and above. The weightage of the technical proposal score will be 80% and that of financial will be 20%.

S.N.	Evaluation Criteria	Max. point Allocated
1	Conformity with technical proposal requirements	10
2	Experiences of the Bidder	15
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	40
	Total	100

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पेसागत बिलिडङ्ग इलेक्ट्रिसियन तालिम

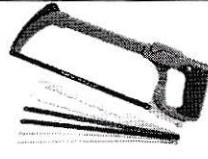
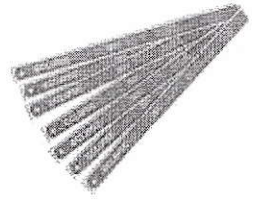



(१६९६ घण्टा)

आवश्यक औजार तथा सामग्रीहरूको सुची


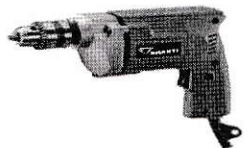
सि.नं	औजारहरू	सङ्ख्या	प्रयोग	सुरक्षा र सावधानी	चित्र
1	मेस पुलर (Mesh Puller)	१०	अप्टिकल फाइबर तारहरू सुरक्षित तरिकाले अण्डरग्राउन्ड रूपमा तान्नको लागी प्रयोग गरिन्छ।	यो उपकरण प्रयोग गर्नु भन्दा पहिले राम्ररी चेक गर्नु पर्छ।	
2	पुल्ली पुलर (Pully Puller)	५	मोटरमा भएको पुल्ली निकाल्ने काम गर्दछ।	पुल्ली निकाल्दा घाट मिलेको हुनु पर्दछ।	
3	टेष्टर पेन (Test pen)	२०	फेज लाईन जाँच प्रयोग गरिन्छ।	यसलाई नखसाल्नुहोस्। उल्लेख नगरिएको अवस्थामा स्क्रू ड्राईभरको रूपमा प्रयोग नगर्नुहोस्।	
4	कम्बिनेशन प्लायर (Combination Plier)	२०	तारहरू अठ्याउन, बटार्न, काट्न प्रयोग गरिन्छ।	स्टिलको तार नकाट्नुहोस्। तातो वस्तु नअठ्याउनुहोस्। घनको रूपमा प्रयोग नगर्नुहोस्।	
5	राउण्ड नोज प्लायर वा पल्याट नोज प्लायर (Nose Plier)	२०	सांगुरो स्थानमा तारहरू समात्न, बटार्न वा जोडन प्रयोग गरिन्छ।	स्टिलको वस्तु, कडा वस्तु नकाट्नुहोस्। खियाबाट बचाउनुहोस्।	
6	वायर स्ट्रिपर (Wire Striper)	२०	पि. भि. सि. वायरको इन्सुलेशन हटाउन प्रयोग गरिन्छ।	तार अनुसार उपयुक्त स्ट्रिपर प्रयोग गर्नुहोस्। साईड कटर वा ह्याम्मर को प्रयोग नगर्नुहोस्।	
7	साईड कटिङ्ग प्लायर (साईड)	२०	सांगुरो वा सामान्य स्थानमा तारहरू काट्न र इन्सुलेशन हटाउन प्रयोग गरिन्छ।	स्टिलको तार नकाट्नुहोस्। तातो वस्तु नकाट्नुहोस्।	

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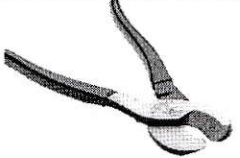



	कटर) (Side Cutter)				
8	हेक्सो फेम (Hack saw frame)	२०	पोलिथिन, जि. आई पाईप र माईल्ड स्टिल (डण्डी) काट्न प्रयोग गरिन्छ ।	काट्दा सिधा राख्नुहोस् । स्टरमा राख्दा खियाबाट सुरक्षित राख्नुहोस् । काट्दा ब्लेडमा चिस्याउने पदार्थ तेल वा पानी राख्नुहोस् ।	
9	हेक्सो बेलेट (Hack saw blade)	२०	पोलिथिन, जि. आई पाईप र माईल्ड स्टिल (डण्डी) काट्न प्रयोग गरिन्छ ।	काट्दा सिधा राख्नुहोस् । स्टरमा राख्दा खियाबाट सुरक्षित राख्नुहोस् । काट्दा ब्लेडमा चिस्याउने पदार्थ तेल वा पानी राख्नुहोस् ।	
10	प्लस, माइनस, स्क्रुडाइभर सेट (Plus, minus screwdriver set)	२०	स्क्रु लाई खोल्न, कस्न र ठिक ठाँउमा राख्न प्रयोग गरिन्छ ।	ग्रिज वा तेलिय पदार्थ लगाएर प्रयोग नगर्नुहोस् । छिनोको रुपमा प्रयोग नगर्नुहोस् । स्क्रु अनुसार उचित आकारको स्क्रु ड्राइभर प्रयोग गर्नुहोस् ।	
11	बलपिन हेम्मर (Ball pin hammer)	१०	वाइरिंग गर्दा खेरी विभिन्न स्थानहरुमा किल्ला ठोक्ने कामको लागि प्रयोग गरिन्छ ।	प्रयोग गर्नु भन्दा पहिला हामर ठिक अवस्थामा भए नभएको हेर्नु पर्यो ।	
12	क्रस पिन हेम्मर (Cross pin Hammer)	१०	वाइरिंग गर्दा खेरी विभिन्न स्थानहरुमा किल्ला ठोक्नको साथै आवश्यक परेको बेला इटा काटनको लागि प्रयोग गरिन्छ ।	प्रयोग गर्नु भन्दा पहिला हामर ठिक अवस्थामा भए नभएको हेर्नु पर्यो ।	

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13	क्ल हेम्मर (Claw Hammer)	५	कुनै वस्तुलाई ठोक्नको लागि प्रयोग गरिन्छ ।	क) सेफ्टी वेज भएको हेम्मर मात्र प्रयोग गर्नु पर्दछ । ख) हेम्मरको हेण्डलमा तैलिय पदार्थहरु नहाल्ने । ग) हेम्मरको तौल अनुसार उपयुक्त काम मात्र लिनु पर्दछ ।	
14	उड हेम्मर (Wood chisel)	१०	काठमा काम गर्दा सतह मिलाउने वा काट्ने काम गर्दछ ।	हात काट्ने सम्भावना भएकोले विचार पुऱ्याउनु पर्दछ ।	
15	एंगल ग्रेण्डर (Angel grinder)	१०	वायरिंग गर्दा भित्ता काट्ने काम गर्दछ ।	काम गर्दा हेल्मेट, चश्मा र मास्कको प्रयोग गर्नु पर्दछ ।	
16	हेण्ड ड्रिल मेसिन (Hand drill machine)	५	प्वाल बनाउन प्रयोग गरिन्छ ।	ड्रिलविट चकमा कसिलोसंग जडान भएको हुनुपर्छ ।	
17	इलेक्ट्रिकल ड्रिल मेसिन (Electric Drill machine)	१०	प्वाल बनाउन प्रयोग गरिन्छ ।	ड्रिलविट चकमा कसिलोसंग जडान भएको हुनुपर्छ ।	
18	न्यूमेटिक ह्याण्ड ड्रिल मेसिन (Noematic Hand Drill Machine)	५	कुनैपनि वस्तुमा प्वाल पार्न, गुणा काट्न प्रयोग गरिन्छ ।	क) ड्रिल मेसिनलाई कम्प्रेस एअर दिएर त्यत्तकै नछोडने । ख) मेसिनमा धेरै एअर प्रेसर नदिने ।	
19	मार्किङ्ग स्क्राइवर (Marking Scriber)	१०	धातुबाट बनेको कार्यवस्तुमा लाइन कोर्न प्रयोग गरिन्छ ।	क) प्रयोगमा नआएको बेला टुप्पामा कर्क राख्नु पर्दछ ।	

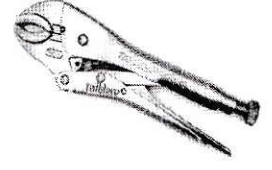




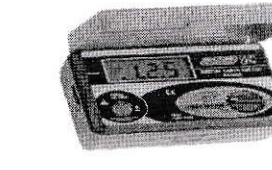
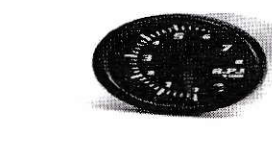

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				सिसलाई गोजीमा राख्नु हुदैन ।	
20	इलेक्ट्रीसियन नाईफ (Electrician Knife)	२०	वायर वा केवलको इन्सुलेशन हटाउन प्रयोग गरिन्छ ।	खियाबाट जोगाउनुहोस् । तार काट्न प्रयोग नगर्नुहोस् ।	
21	सोल्डरिङ्ग आइरन (Soldering Iron)	१०	वायर र वाइन्डिङ्ग वायर सोल्डर गर्न प्रयोग गरिन्छ ।	प्रयोग गर्दा आफुलाई बिजुलीबाट सुरक्षित राख्नुहोस् । वायरमा हट आइरन नराख्नुहोस् ।	
22	मेजरिङ्ग टेप (Measuring tape)	२०	वायरिङ्गको लागि विभिन्न नापहरु नाप्न प्रयोग गरिन्छ ।	खोलिएको टेपलाई नबटार्नुहोस् । खियाबाट जोगाउनुहोस् ।	
23	हट एअर गन (Hot Air Gun)	५	Heat shrink ट्यूबलाई खुमच्याउन प्रयोग गरिन्छ ।	लामो समय सम्म प्रयोग नगर्ने ।	
24	केवल कटर (Cable Cutter)	१०	मोटो साईजको केवलहरु काट्न प्रयोग गरिन्छ ।	क) स्टिल तथा कडा धातु नकाट्ने । ख) प्रयोग गर्दा काट्ने प्वालमा औंला नराख्ने ।	
25	राउट फाइल (Rough file)	१०	कुनै वस्तुको नाप घटाउन, सतह मिलाउन वा चिल्लो पार्न तथा विभिन्न आकार दिन प्रयोग गरिन्छ ।	क) कसिलो विड सहित प्रयोग गर्ने । ख) चिल्लो पदार्थ नदल्ने । ग) उचाइ बाट नखसाल्ने । ङडघ) दांतीहरु समय समझदयमा सफा गर्ने ।	





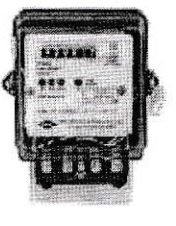
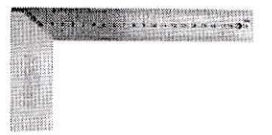
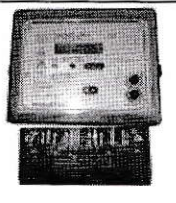



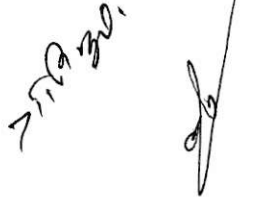
26	कम्बिनेशन स्पानर (Combination Spaner)	१०	नट बोल्ट खोल्ल तथा कस्न प्रयोग गरिन्छ ।	क) हेम्मरको रुपमा प्रयोग नगर्ने । ख) उपयुक्त साइजको नट बोल्ट मात्र कस्ने र खोल्ले ।	
27	स्प्रिड लेवल (Sprit level)	१०	कुनैपनि वस्तुको लेवल नाप्ने काम गरिन्छ ।	फुटेको हुनुहुदैन ।	
28	लेवल पईप (Level pipe)	५ पिस (५ मिटर प्रति)	जमिनको सतह (लेवल) नाप्ने काम गरिन्छ ।	पाइपमा हावा भरेको हुनुहुदैन । पाइप प्वाल परेको हुनु हुन्न ।	
29	बेञ्च भाईस (Bench vice)	५	कुनैपनि वस्तुलाई समाल्ने काम गर्दछ ।	वस्तुलाई कस्दा ध्यान दिएर कस्नु पर्दछ ।	
30	स्टेण्डर वायर गज (Standard wire gauge)	२	कुनैपनि तारको मोटाई नाप्ने काम गर्दछ ।	अंक मेटेको हुनुहुदैन । राम्रो अवस्थामा हुनु पर्दछ ।	
31	एलेडकी सेट (Allen key set)	१ सेट	एलन कि लाग्ने स्क्रु लाई खोल्ल, कस्न र ठिक ठाँउमा राख्न प्रयोग गरिन्छ ।	ग्रिज वा तेलिय पदार्थ लगाएर प्रयोग नगर्नुहोस् । एलन कि लाग्ने स्क्रु अनुसार उचित आकारको एलन कि प्रयोग गर्नुहोस् ।	
32	साइड रेञ्च (Slide wrench)	१०	विभिन्न प्रकारको नट र बोल्टहरु खोल्ल र कस्न काम गर्दछ ।	ग्रिज वा तेलिय पदार्थ लगाएर प्रयोग नगर्नुहोस् ।	

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33	भाइस पिलर (Vice Plier)	५	कुनैपनि वस्तु समाल्ने काम गर्दछ ।	ग्रिज वा तेलिय पदार्थ लगाएर प्रयोग नगर्नुहोस् ।	
34	क्रिपिड टुल सेट (Crippling tools set)	५ सेट	ज्वाइन्ट वा लग लाई क्रिम्प गर्न प्रयोग गरिन्छ ।	निश्चित साइजको लगलाई निश्चित प्रकारको क्रिम्प प्रयोग गर्ने ।	
35	सेन्टर पञ्च (Center Punch)	५	धातुबाट बनेको वस्तुमा प्वाल पार्नको लागि मार्क गर्न प्रयोग गरिन्छ ।	क) सेन्टर पञ्चको टाउकोमा चिल्लो पदार्थ नदल्ने । ख) मसरुम हेड पञ्च प्रयोग नगर्ने ।	
36	केलेम्प अन मिटर (Clamp on Meter)	३	इन्सुलेशन ननिकालिकन एम्पेयर, भोल्ट, इन्सुलेशन र Continuity जाच्नेकाम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	
37	मेगर मिटर (Megger Meter)	१	लाईन सप्लाईगर्नु अघि ५ प्रकारको टेष्ट गर्दछ । जस्तै : Earthing, Insulation, Short Circuit, Polarity and Open Circuit test	मिटर राम्रो अवस्थामा हुनुपर्यो ।	
38	अर्थ रेसिस्टेण्ड टेष्टर (Earth Resistance Tester)	१	Earthing टेष्टगर्ने काम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	
39	टेको मिटर (Taco Meter)	१	मोटरको RPM Check गर्ने काम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	



40	मल्टिमिटर (Multi Meter)	१०	भोल्टेज, करेन्ट र अवरोध नापन प्रयोग गरिन्छ ।	अवरोध वा करेन्टमा सेलेक्ट गरेको बेला भोल्टेज ननापनुहोस् ।	
41	तसला (Mortar Pan)	४	मसला राख्ने काम गर्दछ ।	मसला पोखिने गरि राख्नु हुन्दैन ।	
42	कर्नी (Mason Trowel)	५	प्लास्टर गर्ने काम गर्दछ ।	कर्नी सफा र चिल्लो हुनु पर्दछ ।	
43	घण्टी (Plumb bob)	५	भित्ता सिधा छ छैन भन्ने कुरा हेर्दछ ।	राख्ने तरिका ठिक हुनुपर्दछ ।	
44	इनरर्जी मिटर सिंगल फेज (Energy Meter Single Phase)	५	सिंगल फेज विद्युत लाइन प्रवाह गरी कसरी वति वाले कामको लागी प्रयोग गरिन्छ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	
45	ट्राई स्क्वायर (Try-Square)	१०	सतह सिधा छ छैन अथवा 90 degree मा छ छैन भन्ने कुरा हेर्दछ ।	राख्ने तरिका ठिक हुनुपर्दछ ।	
46	इनर्जी मिटर थ्री फेज (Energy Meter Three Phase)	५	थ्री फेज विद्युत लाइन प्रवाह गरी कसरी वति वाले कामको लागी प्रयोग गरिन्छ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	
47	भोल्टमिटर (Voltmeter)	२	Volt नाप्ने काम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्यो ।	



48	एम्प मिटर (Amp. Meter)	२	Ampere नाप्ने काम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्छ ।	
49	फ्रिक्वेन्सी मिटर (Frequency Meter)	२	Frequency नाप्ने काम गर्दछ ।	मिटर राम्रो अवस्थामा हुनुपर्छ ।	
50	रबर हेम्मर (Rubber Mallet)	५	मोटरको पार्टस निकाल्दाखेर प्रयोग गरिन्छ ।	यो मापदण्ड अनुसार हुनु पर्ने ।	
51	स्टील स्केल (Steel Scale)	२०	Wiring गर्दा नाप्नको लागि काम लाग्छ ।	स्केलमा अंकहरु स्पष्ट हुनु पर्छ ।	
52	एप्रोन (Apron)	२०	प्रयोगात्मक काम गर्ने वेला मा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार बनाएको हुनु पर्ने तथा सफा हुनु पर्छ ।	
53	माक्स (Mask)	२०	शैद्धान्तिक तथा प्रयोगात्मक काम गर्ने वेला मा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार बनाएको हुनु पर्ने तथा सफा हुनु पर्छ ।	
54	पञ्जा (Gloves)	२०	प्रयोगात्मक काम गर्ने वेला मा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार हुनु पर्ने ।	
55	हेल्मेट (Helmet)	२०	प्रयोगात्मक काम गर्ने वेला मा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार हुनु पर्ने ।	


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56	बुट (Boot)	२०	प्रयोगात्मक काम गर्ने वेलामा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार हुनु पर्ने ।	
57	चस्मा (Goggles)	२०	प्रयोगात्मक काम गर्ने वेलामा समपूर्ण प्रशिक्षार्थीहरुले व्यक्तिगत सुरक्षाको लागि अनिवार्य रुपमा लगाउनु पर्ने ।	यो मापदण्ड अनुसार हुनु पर्ने ।	

7/1/2020

