

REQUEST FOR QUOTATION (RFQ)

Siddha Kumakh Rural Municipality

Dhorchaur, Salyan

Type of Procurement: Non- Consulting Services

Title of Services: Hiring a Firm for Skills Development Training in LL

Reference ID: SKRM/SQ/SKILL/2081/82/06.

Date of Issue of Request: 2081/08/18

Contents

REQUEST FOR QUOTATION (RQF)	1
A. REQUEST FOR QUOTATION	3
B. INSTRUCTION TO THE BIDDERS	4
C. FORM OF QUOTATION	7
D.PRICE SCHEDULE	8
E. FORM OF CONTRACT	9
F. TREMS AND CONDITIONS OF SERVICE	11
Annex-1: Terms of Reference	14
Annes-2: General and specific work Experience	22
Annex-3 Financial and HR Capacity of Firm	23

A. REQUEST FOR QUOTATION

HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING

Date of First Publication: 2081/08/18

1. The ministry of Labor, Employment and Social security (MoLESS), Prime Minister Employment Program(PMEP) has received financing from the International Development Association(IDA) toward the cost of Youth Employment Transformation Initiative(YETI) project. Siddha Kumakh Rural Municipality, Salyan District had received fund in conditional grant through fiscal transfer from the YETI project and intends to apply part of the proceeds towards payments under the contract for Hiring a firm for Skills Development training in Siddha Kumakh Rural Municipality.

2. A firm will be selected through an open competitive process under the procedures "as specified in the Project operations Manual of Yeti Project from request for Quotation (RFQ).

3. Siddha Kumakh Rural Municipality, Salyan District Invites Sealed Quotation from the qualified firms. The Brief description of the procurement is as follows.

SQ.No.	Description	RFQ Document free(non-refundable)	Deadline of RFQ Document Purchase(in office time)	RFQ Submission Deadline Date and Time	RFQ Opening Date and Time
SKRM/SQ/SKILL/2081/82/06.	Hiring a firm for skills development training in Siddha Kumakh Rural Municipality	1000	(2081/09/03) 04:00 pm	(2081/09/04) 12:00 noon	(2081/09/04) 2:00pm

4. Bidder should deposit the cost of bidding document in the office revenue account.

Name of the Bank: Laxmi Sunrise Bank Ltd., Dhorchaur, Salyan
ANTARIK RAJASHWO KHATA GA-1-1, SIDDHA KUMAKH GA.PA.
Rajashwo Account no.: 08603000128

5. The details of the service requirements, eligibility and qualifications required is found in terms of reference (Annex-1).

6. Qualified service providers experience and registered in the same district will get advantage.

7. In the case for last date of purchasing, submission and opening of RFQ's falls on a government holiday, the next working day shall be considered the last day. In such case, the RFQ validity shall be recognized from the original RFQ submission deadline.

8. The Siddha Kumakh Rural Municipality reserves the right to accept or reject any RFQ and to annual the procurement process and reject all RFQs at any time prior to contract Award, without thereby incurring and liability to bidders/ Applicants.

9. For quotation document and other information please visit www.siddhakumakhmun.gov.np or contact to the Siddha Kumakh Rural Municipality, Dhorchaur, Salyan.

B. INSTRUCTION TO THE BIDDERS

1. To assist you in the preparation of your price quotation, the necessary technical specifications, Service requirements and price schedule with required quantity are enclosed herewith.
2. You shall submit one original of the Price Quotation with the form of Quotation, and clearly marked "Original" Your quotation in the attached format Should be signed, sealed in as envelope and address to and delivered in the following address.

Municipality Address: Dhorchaur-03,Salyan

Municipality Name: Siddhakumakh Rural Municipality

Telephone: 9843570909/9857855005

Email: <https://siddhakumakhmun.gov.np/>

3. Your quotation must be accompanied by adequate technical documentation and catalo and other printed material or pertinent information in English language) including names and addresses of firms providing service facilities.
4. You shall submit only one set of quotations for the above terms. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative Without a signature in your form of Quotation, your quotation will not be considered further.
5. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions/Terms of Reference of goods and services is an integral part of the Contract
 - i. **PRICES:** The prices should be quoted for goods and **services required** and delivery to the **Siddhakumakh Rural Municipality Salyan District** (place of destination) Prices shall be quoted in the Nepalese Rupees (NRs).
 - ii. **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications/Services will be evaluated by comparison of their technical capabilities and prices as indicated below. An offer is not substantially responsive if it contains material deviations or reservations to the term's conditions, and specifications in this Request for Quotation, and it will not be considered further The Rural Municipality will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the

quotations, the Rural Municipality will adjust for any arithmetical errors as follows

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
- b. Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, and
- c. If a Service Provider refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include Value Added Tax (VAT)

The selection of service provider will be based on the Project Operations Manual accepted by The World Bank and Ministry of Labour, Employment and Social Security. The brief process is described below.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be evaluated applying the following rated and weighted evaluation criterial.

1	Number of years of experience of firm in any vocational skills training	10
2	Experience in relevant traders	25
3	Experience and registration in the same district if yes get full marks if no get no marks	5
4	Approach methodology work plan and responding to terms of reference	20
5	Cost of Proposal/ Financial Proposal	40
Total		100

At least 3 qualified firms are required for competitive proposal If three qualified quotations are not received in the first call LL shall re advertise second time. A single quotation shall be accepted if it meets eligibility and qualification criteria after second call of quotation. LL can approach to the market directly in the absence of single qualified proposal or no approach after second call.

6. Further information can be obtained from
Municipality Address: Dhorchaur-03, Salyan
Municipality Name and District: Siddhakumakh Rural Municipality, Salyan
Telephone: 9843570909/9857855005
Email: ito.siddhakumakh@gmail.com

The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the **Siddha Kumakh Rural Municipality Salyan District**.

7. Bidders should submit their quotations with the following documents
- i.** A completed Form of Quotations (Attached) with details of cost.
 - ii.** Approach, Methodology, works plan and response to terms of reference
 - iii.** Information of experience, General and specific of the firm in vocational and skills development training with supporting documents- **Annex-2**
 - iv.** Best 3 years turnover of the firm over the period of the last **7 years** - Annex-3(C) Information of trainers/co-trainers (with name and Brief CVs Maximum 2 pages) with the years of experiences, education and qualifications Annex-3(D)
 - v.** Registration certificate of firm in any government entities such as company registrar or Cottage and Small industry Office or in Local Level
 - vi.** PAN and VAT Registration with Latest Tax Clearance of FY 2079/80 or Date extension for tax clearance if it is under clearance process
 - vii.** Documents showing affiliated and renewed with CTEVT as a short-term training provider

9. Under the World Bank's Anticorruption Policy, bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Rural Municipality will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing, the Contract

Sincerely,

Chief Administrative Officer or His/Her Designee

Name of Municipality

C. FORM OF QUOTATION

To. Chief Administrative Officer,

Siddha Kumakh Rural Municipality, Salyan District

We offer to execute the RFQ dated2024 for Purchase of Services for **“HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING”** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRS..... (Amount in words:). We Propose to complete the delivery of goods and services described in the Contract within the Delivery Time from the Date of Signing of the contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature:.....

Name and Title of Signatory:

Name of Service Provider:

Address:

Phone Number

Fax Number, if any:

Email address:

D.PRICE SCHEDULE

Name of Service Provider:

Summary of Total Cost

Item	
Cost of the Financial Proposal	Total Price in NPR.
1.Remuneration	
2. Reimbursable	
<u>Total cost of Financial Proposal:</u>	
Vat @ 13%	
<u>Total Training cost for an Event</u> <u>Training</u>	

1. Remuneration

No	Name	Number Quality (NOS)	Person- Month Remuneration Rate	Time Input in Person/Month	Total in NPR
Total cost of Remuneration					

Note: Please rate only key experts and non-key experts Such as main Trainers/Co-Trainers/Life Skills trainer and other support staff as needed who are assigned during the training.

2. . Reimbursable Expanses

S.N	Type of Reimbursable Expanses	Unit	Unit Cost	Quality	Total Cost in NPR
1					
2					
3					
4					
Total costs for and Event					

Note: Reimbursable cost may include: Training Materials cost, equipment cost, DSA for trainers, food and snacks, rental of hall, utilities and travels etc.

Total Price for the training services..... (In words)-
Inclusive of VAT.

Signature of service provider_____

Note: In case of discrepancy between unit price and total, the unit price shall prevail

E. FORM OF CONTRACT

THIS AGREEMENT number made on2024, between (Name of LL) herein after called "**The Siddha Kumakh Rural Municipality**") on the one part and Provider) on the one part and) herein after called "the Service Provider") on the other part.

WHEREAS the Municipality has requested for quotation for "**Hiring a Firm for Skills Development Training In LL**" (hereinafter called "Contract") and has accepted the Quotation by the service provider for the services under Contract at the sum of NPR..... (.....) **hereinafter called "the Contract Price"**

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz
 - a. Form of Quotation, Terms and Conditions of Service, Terms of Reference Annex 1, Price Schedule and Proposed HR/key trainers.
 - b. Addendum (if applicable),
2. Taking into account payments to be made by the **Rural Municipality** to the service provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the **Rural Municipality** to execute and

complete the supply of goods and services under the Contract and remedy any defects therein in conformity with the provisions of the Contract

3. The **Rural Municipality** hereby covenants to pay, in consideration of the acceptance of Contract, delivery of the services and supports therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract

IN WITNESS whereof the parties here to have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Municipality
For and on behalf of

Signature and seal of the service provider
For and on behalf of

.....
(Chief Administrative officer)
Name of Authorized Representative

.....
Name of Authorized Representative

F. TREMS AND CONDITIONS OF SERVICE

1. Schedule for Activities:

Activities Description	Tentative Timeline
Commencement of the Service please mention the date
Inception Report	Within 10 days from the contract signing
Mid Term Report	Within 45days from the contract signing
Final Training completion Report	Within 2.5 month from the contract signing

All the services in price Schedule and Performance Specifications/Requirements as per TOR shall be completed within 2.5 months of contract signing.

2. Fixed Price: The prices indicated in the form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Activity Schedule: The services should be completed as per above schedule
4. Insurance: The **services** supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.
6. Resolution of Disputes. The Rural Municipality and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Rural Municipality and the Service Provider, the dispute shall be settled in accordance with the provisions of the relevant Nepal's arbitration law as defined by Nepal Council of Arbitration.
7. Delivery and Documents: Upon service delivery, the Service Provider shall provide the following documents to the Rural Municipality:

Copies of the Service Provider's invoice with,

- a. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date

b. Mid-Term Report: Training progress report of LL with the information on Participants, trades participated, within 45 days of contract effective date

c. Final Report: Within One weeks of completion of all training, the service provider shall submit the Training completion report with,

- Consolidated Report covering the number of participants trained in each trade, learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries.
- Recommendation on the potential areas of improvement,
- A Final Report in Nepali or English Language.

8. Payment of the contract price shall be made in the following manner

Payment shall be given to the service provider after successful delivery of the items of services

Payment Modality shall be as follows.

- An advance payment equivalent to 10 % of the contract price will be made against the bank guarantee
- 1st installment: 10% Payment against the inception report comprising the service provider's work plan, information on ensiled trainees, confirmation of training locations and venues after **Inception Report**.
- 2nd installments: 30% of Payment upon 50% completion of training and submission and approval of mid-term report after, **Mid-Term Report**.
- 3rd installment : Final 60% Payment upon successful completion of training and submission and approval of final report by LL after **Final Report**.

9. **Warranty:** Not Applicable

10. **Defects:** All defects related with training quality will be corrected by the Service provider without any cost to the Municipality within 7 days from the date of notice by Municipality.

11. **Force Majeure:** The Service Provider shall not be liable for penalties or termination for default if and to the extent that it's delays in performance or

other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "**Force Majeure**" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Rural Municipality in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Service Provider shall promptly notify the Rural Municipality in writing of such condition and the cause thereof. Unless otherwise directed by the Rural Municipality writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications and Description of Services: (with attachments as necessary)
- i. Specific details and technical standards, description of services and service requirements, Approach and Methodology as indicated in TOR Annex-1 (attached herewith)

Service Provider confirms compliance with above specifications.

13. Failure to Perform: The Municipality cancel the Agreement if the Service Provider fails to deliver the Goods **and Services**, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Rural Municipality without incurring any liability to the Service.

NAME OF SERVICE PROVIDER:

Authorized Signature: _____

Place:

Date:

Annex-1: Terms of Reference

Training Provider for the Vocational and Life Skills training at LLs

Name of Local Level: **Siddha Kumakh Rural Municipality**

Number of Trades: 2

Name of the Trades: (Road repair and maintenance, Masonry (brick and stone masonry), Plumbing, Electrical repairs, Carpentry)-(please select relevant trade)

1. Background

Prime Minister's Employment Program (PMEP) is Government of Nepal's flagship program which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor intensive public works programs (PWPs) or provide a subsistence wage in the absence of work, to eligible households Youth Employment Transformation Initiative (YETI) project supports PMEP to improve the employment support services and labor market outcomes of the youth.

The YETI project will aim to address gaps in the labor supply-side interventions and complement ongoing initiatives on the labor demand side. On the supply side, the project will aim to address the lack of a systematic approach to the provision and management of employment promotion services and systems to support job seekers. On the demand side, the project will aim to generate short-term temporary employment opportunities for the most vulnerable, which can improve their short and medium-term productivity. The focus on youth will address risks of fragility and conflict.

The Project Development Objective (PDO) is to improve employment services and labor market outcomes, especially for youth. Improved labor market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project.

YETI aims to supplement temporary employment through cash for work with up to **40 days of on-the-job training** and up to **10 days** of life-skills training in an effort to introduce elements of productive inclusion in PMEP.

The training is expected to increase skills and employability of the beneficiaries, to help them to become less vulnerable to shocks and reduce their reliance on public works

The skills training is intended to help temporary employment beneficiaries acquire skills that are relevant to the work they are doing. The target group is largely unskilled beneficiaries of PMEP the sessions will be delivered at the local level, by locally procured firm(s). Trainees will continue to receive wages from the PMEP during the duration of training.

Various agencies across the government, projects and programs have been delivering skills training in Nepal for a long time. In the government two agencies, Council for Technical Education and Vocational Training (CTEVT) under Ministry of Education, Science and Technology and Vocational and Skill Development Training Center under Ministry of Labor, Employment and Social Security, have curriculums for training provision. Typically, short-term skills training modules are three months long (**390 hours**) and combine theoretical and practical aspects. For YETI, MOLESS has prepared shorter training modules and curriculum in five identified trades as mentioned below:

1. Road repair and maintenance
2. Masonry (brick and stone masonry)
3. Plumbing
4. Electrical repairs
5. Carpentry

One additional module of Life Skills Training has been envisioned to enhance entrepreneurship and self-employment initiatives of the ministry to support the trained cash for work beneficiaries who want to

find employable opportunities. The life skills sessions will cover a range of topics and are expected to promote goal setting, decision making, self-esteem among beneficiaries and financial literacy to promote some behavioral changes and help them engage in more productive and sustainable activities.

Training Service Provider is a professional firm with knowledge and experience in the areas of skill based vocational training and life skills training.

II. Objectives of the assignment

The main objective of the assignment is to deliver vocational skills in five trades and life skills training using the approved curriculum for the YETI cash for work beneficiaries alongside cash for work to improve their skills.

III. Scope of Work

1. Prepare the training schedule and plan with appropriate approach and methodology in collaboration with the relevant LL. The plan should define training event by trade, location, number of trainees in each group not exceeding 25 trainees per training event.

2. Provide 40 days of vocational training and 10 days of Life Skills training in the trades selected for the LL to 40 YETI beneficiaries of the LL as per the curriculum provided below;

S.N	Trade	Link for Curriculum
1.	Road repair and maintenance	https://www.pnep.gov.np/uploads/syllabus/1724738210-Road-Repair-and-Maintenacne-.pdf
2.	Masonry	https://www.pnep.gov.np/uploads/syllabus/1672996216-development.pdf
3.	Plumbing	https://www.pnep.gov.np/uploads/syllabus/1672996322-carpenter.pdf
4.	Electrical repairs	https://www.pnep.gov.np/uploads/syllabus/1672996261-electrichomes.pdf
5.	Carpentry	https://www.pnep.gov.np/uploads/syllabus/1672996322-carpenter.pdf
6.	Life Skill Training	https://www.pnep.gov.np/uploads/syllabus/1672996216-development.pdf

2. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum,

3. Monitor Participants attendance during training.
4. provide training completion certification in the related trades for participants.
5. Consult and coordinate with the employment service center (ESC) at the local level for implementation support
6. Prepare training completion report with acknowledgement of completion by the relevant Lis

a. Training Approach

The training to YETI beneficiaries from Local Level will be delivered through total of estimated 2 events, in groups of 20-25 (Maximum) trainees.

Each training session will be for a total of 50 days (40 days of each trade and 10 days of life skills

Details on numbers of trainings session and group of trainers

1.	Number of Trainees per LL	40
2.	Number of Trainees per training event	Maximum 25
3.	Number of Training events per LL	2

The training shall be delivered using a method that includes slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. The training should also comply with social and environmental safeguard provisions of the project

IV. Assignment Duration

The assignment to be completed within 2.5 months from the contract effective date

V. Major Outputs and Deliverables of the Assignments:

1. **Inception Report.** Covering final work plan and training approach, trace wise training plan, no of participants, venues and logistics support required within **10** days of contract effective date
2. **Mid-Term Report:** Training progress report of LL with the information on Participants, trades participated, within **45** days of contract effective date.
3. **Final Report:** Within one weeks of completion of all turning, the service provider shall subsist the Training completion report with

- a. Consolidated Report covering the number of participants trained in each trade. Learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender cast and ethnicity, trade areas covered by beneficiaries.
- b. Recommendation on the potential areas of improvement.
- c. A Final Report in Nepal or English Language

VI. Support to be provided by LL

- a. List of trainees and coordination, Service provider must coordinate with LLs and facilitate to ensure trainees participation
- b. LL shall provide **50** days of wages during the training period for all beneficiaries
- c. Training curriculum for all trades

VII. Eligibility, Qualifications and Technical Qualifying Criteria and Selection of Service Provider:

- a. The targeted service provider are the firms having demonstrated experience in conducting, managing, supervising and implementing short term market-oriented skills training with the following **eligibility and qualification requirements**,
 - 1. The service providers should have registered in the office of the company registrar or Small or Cottage Office or in Local Level
 - 2. PAN and VAT Registration with Latest Tax Clearance of FY 2079/80 or Date Extension for tax clearance if it is under clearance process
 - 3. The service provider should be affiliated and renewed with CTEVT as a short-term training provider.
 - 4. Should have at least **3 years** of proven track record of experience of conducting vocational training program of minimum **390 hours** of duration in relevant at least in One trade proposed.
 - 5. Should have at least **NPR 2 million** annual turnover in the best **3 of the last 7 fiscal years**.

B. HR Requirement and Qualification:

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

S.N	Key Expert	Minimum Qualification
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1.	Main Trainer	Short Term Training Level-II/TSLC with TOT (General/Instructor/Occupational) from TITI in the relevant occupation/subject. 1. In the trades/occupations like Road Repair and Maintenance, Carpentry, Masonry (brick and stone masonry), Plumbing and Electrical Repairs, if no Level-II is available in academic program, Level-I with TOT (General/Instructor/Occupational) from TITI and one-year experience will be taken as minimum qualification).
2.	Co-Trainer	Short Term Training Level -I or TSCL in the relevant occupation/ subject.
3.	Main Trainer or life skills (Unless either of the above are qualifies to deliver life skills as well	+2 or equivalent, at least 5 years of general work experience, has received TOT for life skills and conducted at least two life skills sessions.
4.	Training Coordinator	+2 or equipment
5.	Monitoring officer	+2 or equipment

C. Selection of Service Providers:

The selection of service provider will be based on the Project Operations Manual accepted by MOLESS and World Bank. A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be scored applying the following criteria.

S.N	Criteria	Score
1.	Number of years of experience of Firm in any vocational skills training	10
2.	Experience in relevant trades (1. Masonry (brick and stone masonry), 2. Plumbing; 3. Electrical repairs; 4. Carpentry)	25
3.	Experience and registration in the same district	5
4.	Approach, Methodology, work plan and responding to Terms of Reference	20
5.	Cost of the Proposal/Financial Proposal	40
	Total	100

Public notice shall be published giving the minimum of 15 days of public notice by LLs. If at least 3 qualified proposals are not received at first call, second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensured from at least 3 qualified firms. If there is only one quotation received during the first call, LL shall re-advertise second time. If only one proposal submitted or no any proposal received in the second call, even a single proposal shall be accepted if met eligibility and qualification criteria. LL can approach to the market for direct contracting in the absence of single qualified proposal even after second call.

SAMPLE TEMPLATES FOR PROPOSAL

(A). General Work Experience

(B). Specific Experience

(C). Financial Capacity

(D). Key Trainers (Include details of key Trainers only)

Annes-2: General and specific work Experience

(A). General Work Experience

(Details of assignments undertaken by firm or member of a JV)

S.N	Name of Assignment	Location	Value of Contract	Year complete	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						

(Note: Supporting documents for Generals Experience should be submitted for the above)

(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separated for each constituent member)

Firm's Name: _____

S.N	Name of Assignment	Location	Value of Contract	Year complete	Client	Description of work carried out
6.						
7.						
8.						
9.						
10.						

Note: Supporting documents for Specific Experience should be submitted for the above)

Annex-3 Financial and HR Capacity of Firm

(c). Financial Capacity

(In case of Joint venture of two or more firms to be filled separately for each constituent Member)

Year	Turnover
FY	
FY	
FY	

-Average Annual Turnover of Best of 3 Fiscal Year of last 7 Fiscal Year

(Note: Supporting documents for average Turnover should be submitted against the above information such as Tax Clearance Certificates of the previous 3 fiscal Years.)

(D). Key Trainers (Include details of key Trainers only)

(In case of Joint venture of two or more firms to be filled separately for each constituent Member)

S.N	Name	Position	Highest Qualification	Work Experience (In Year)	Specific Work Experience (In Year)	Nationality
1.						
2.						
3.						
4.						
5.						