Expression of Interest (EOI)

Title of Consulting Services

*Procurement of Quality Assurance Specialist (Individual Consultant)*

Method of Consulting Service

*National*

Project Name: SAKCHYAMTA Project
EOI: [SAKCHYAMTA: CA/2017/386809]-11
Office Name: SAKCHYAMTA Project, CTEVT
Office Address: Sanothimi, Bhaktapur, Nepal
Issued on: September 2018

Financing Agency: Government Budget / Grant from EU [CA/2017/386809]
Abbreviations

CV      -  Curriculum Vitae
DO      -  Development Partner
EA      -  Executive Agency
EOI     -  Expression of Interest
GON     -  Government of Nepal
PAN     -  Permanent Account Number
PPA     -  Public Procurement Act
PPR     -  Public Procurement Regulation
TOR     -  Terms of Reference
VAT     -  Value Added Tax
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A. Request for Expression of Interest

Council for Technical Education and Vocational Training

SAKCHYAMTA Project

Project Implementation Unit

Re - Publication Date: 20th September 2018

First Date of Publication: 28th and 30th August 2018

Name of the Donor Agency: European Union
Grant No: CA/2017/386809

1. The Council for Technical Education and Vocational Training (CTEVT) has received grant assistance from the European Union toward the cost of Sakch yamta Project and intends to apply a portion of this grant to eligible payments under the Contract for which this Expression of Interest is re-invited for consulting services of individual consultant as follows:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of Consulting Service</th>
<th>Contract ID</th>
<th>Duration of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quality Assurance Specialist (National)</td>
<td>[SAKCHYAMTA: CA/2017/386809]-11</td>
<td>365 Person days of Intermittent Input</td>
</tr>
</tbody>
</table>

2. The CTEVT now re-invites Expression of Interest (EOI) from eligible individual consultants (“consultant”) to provide the following consulting services as mentioned in TOR.

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address mentioned below during office hours on or before 4th October 2018 or visit e-GP system www.bolpatra.gov.np/ or visit the client’s website www.ctevt.org.np.

4. Consultants who have submitted their EOI against the first notice have to submit their EOI again.

5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/ on or before 5th October 2018, 12.00 hours local time.

6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

7. EOI will be assessed based on Qualification [20%] and Experience [80%] of the consultant. Based on evaluation of EOI, only shortlisted consultants will be invited to submit technical and financial proposal through a request for proposal.

8. Minimum score to pass the EOI is 70.

For further information please contact:
The Project Coordinator
SAKCHYAMTA Project
Project Implementation Unit, CTEVT Sanothimi, Bhaktapur, Nepal
Telephone No. 977-1-6630408, 9851115744
Website: www.ctevt.org.np
Email: eutvetpp@gmail.com
B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole individual.

2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 4 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).

3. This expression of interest is open to all eligible consulting person.

4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and bio data shall be considered for evaluation.

5. The assignment has been scheduled for a period of 365 intermittent period. Expected date of commencement of the assignment is November 2018.

6. A Consultant will be selected in accordance with the QBS method.

7. Expression of Interest should contain following information:
   (i) A covering letter addressed to the representative of the client
   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
      - EOI Form: Letter of Application (Form 1)
      - EOI Form: Applicant’s Information (Form 2)
      - EOI Form: Work Experience Details (Form 3(A), 3(B), 3(C) and 3 (D))

8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.

9. The Expression of Interest (EOI) document must be duly completed and submitted their EOI application through e-GP system by using the forms and instructions provided by the system.

10. The completed EOI document must be submitted on or before the date and address mentioned in the “Request for Expression of Interest”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.
C. Objective of Consultancy Services or Brief TOR

Council for Technical Education and Vocational Training
SAKCHYAMTA Project
Project Implementation Unit

TERMS OF REFERENCE

POSITION: QUALITY ASSURANCE SPECIALIST

Background:
The Government of Nepal (Council for Technical Education and Vocational Training) and the European Union has done an agreement in December 2017 to implement the SAKCHYAMTA Project–TVET Practical Partnership programs. Implementation will take place over four years from 2017-2021 and project action is related to the scaling up Technical and Vocational Education and Training (TVET) provision and implementation through

Improving quality assurance standards and monitoring system in TVET sector; research and studies, Occupation Standards, curriculum and instructional material development for the delivery of quality TVET programs in the country. Similarly, support for upgrading better equipped workshop and labs in the pilot TVET centres will provide opportunities for better practical training to the trainees particularly in agriculture, tourism and construction sector. The provision of e-learning system, in providing TVET service, will be an approach in reaching the outreach, study of labor market signaling and the assessment of highly demand driven occupation will provide insightful information on demand and supply situation of the actual world-of-work. The coordination and collaboration among TVET local stakeholders along with business and industrial private sector will support for enhancing public private partnership in all level of TVET development areas. In general, SAKCHYAMTA project will support for improving the quality of TVET in a comprehensive way.

The above actions will be done on pilot basis and scaled up in accordance with the availability of resources. Hence, SAKCHYAMTA intends to hire a consultant to support in the development of the TVET Standards and addresses the core element as quality assurance system of the TVET sector.

Objectives of the Assignment:
The overall objective of this assignment is to provide technical assistance for the development of robust and transparent model/standards in quality assurance system in order to support for preparing credible TVET workforce ensuring recognition at national and international levels.

Scope of work
The scope of the consultancy service is to review the current Quality Assurance System in TVET sector and develop and support its operationalization focusing on TVET accreditation system.

Under the overall supervision of the SAKCHYAMTA Project Coordinator, the consultant will closely work with all concerned CTEVT divisions, stakeholders, working committee and project staff with frequent visit at the field for carrying out the following activities/tasks.

- Develop resources materials for setting up the Quality Assurance System and its processes
- Provide technical support and mentor to the QAS working committee at CTEVT
Standard EOI Document

- Assess current status of the Quality Assurance System of CTEVT considering the whole TVET sector and prioritise areas to focus
- Assess Quality Assurance System in other similar international context and prioritise vis-à-vis the other quality assurance initiatives by CTEVT
- Explore ways for further expansion and deepening of Quality Improvement Plan (QIP) established by Skills Development Project
- Assess approaches and systems to develop and operationalise Accreditation System for TVET sector
- Develop QAS standards/model/ and assessment tools and indicators relevant to development and operationalisation of Accreditation system to assess and accredit TVET institutions and/or programs
- Support to establish QA/ Accreditation wing and implement QAS models/standards at all three levels of federal, provincial and institutional level
- Conduct workshops/seminars/ conference for QAS/ Accreditation System development
- Develop relevant manuals for operationalization of quality assurance/accreditation system
- Train relevant staff/ resource persons for operationalization of quality assurance/ Accreditation System
- Pilot Accreditation system for quality assurance of 3 Centres of Excellence institutes of CTEVT and its programs
- Any other activities mutually agreed between SAKYAMTA and the consultant.

Deliverables
The consultant will be required to provide the following outputs during the execution of the assignment

- Inception report detailing the proposed methodology and agreed work plan submitted within 15 working days from the date of signing the Contract.
- QAS framework/manual/standards/tools/indicators
- QAS/Accreditation System manual
- Training report on QAS/ Accreditation System operationalization
- Training report on staff training for operationalization of Accreditation System
- Monthly and quarterly progress in brief version;

Duration:
The duration of this assignment will be intermittent 365 working days spread over the project period until December 2021 after signing the contract.

Reporting Requirements:
The QA Specialist will report to the project coordinator after each assignment in close consultation with counterparts including TVET specialist and other relevant experts of the project Implementation Unit.

Counterpart Arrangements
The QA Specialist shall be working with SAKCHYAMTA-PIU and reporting to the project coordinator on output basis. The specialist will be provided office space along with other required logistics support as approved by the project coordinator.

Payment
The SAKCHYAMTA-PIU shall pay to QA Specialist as per contract signed between SAKCHYAMTA and the specialist.
Minimum Qualification Requirement:
- Master degree in development studies, business administration, economics or other relevant TVET discipline with minimum 12 years of general experience and minimum 4 years in project planning, management and system development with knowledge of quality assurance system and its approach
- At least 5 years should be in TVET focusing on quality relevant aspects

Additional Technical Competence Preferred
- Proven experience in development and operationalization of quality assurance system particularly accreditation system in TVET sector.
- Skill and knowledge for monitoring and evaluation system
- Working experiences for research and studies in TVET sector
- Excellent communication, presentation and reporting skills; and Ability to use standard computer packages (MS Office, Word, Excel, Power point,);
- Excellent drafting skills in English and Nepali.

Selection of the Expert:
The consultant will be selected in accordance with the procedures set out in the Guidelines: Selection and Employment of Consultants by Public Procurement Act-2063
D. Evaluation of Consultant’s EOI Application

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

<table>
<thead>
<tr>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A) Application by Individual Consultant</strong></td>
</tr>
<tr>
<td>PAN Registration</td>
</tr>
<tr>
<td><strong>B) Application by Consulting Firm (on behalf of Individual Consultant)</strong></td>
</tr>
<tr>
<td>Copy of Registration of the company/firm</td>
</tr>
<tr>
<td>VAT/PAN Registration <em>(for National consulting firm only)</em></td>
</tr>
<tr>
<td>Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <em>(2073/74) (for National consulting firm only)</em></td>
</tr>
<tr>
<td>EOI Form 1: Letter of Application</td>
</tr>
<tr>
<td>EOI Form 2: Applicant’s Information Form</td>
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<tr>
<td>EOI Form 3: Experience (3(A), 3(B), 3(C) and 3(D))</td>
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</tbody>
</table>

ii) EOI Evaluation Criteria

<table>
<thead>
<tr>
<th>Minimum Requirement</th>
<th>Score [Out of 100%]</th>
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<tbody>
<tr>
<td><strong>A. Qualification</strong></td>
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<tr>
<td><em>Qualification of Consultant</em></td>
<td>Master degree in development studies, business administration, economics or other relevant discipline</td>
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<tr>
<td><strong>B. Experience</strong></td>
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<tr>
<td><em>General Experience</em></td>
<td>12 years</td>
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<tr>
<td>Specific experience of the person within last 4 years.</td>
<td>4 years in project planning, management and system development with knowledge of quality assurance system and its approach</td>
</tr>
<tr>
<td>Similar Field / Sector experience of the consultant</td>
<td>5 years working in the field of TVET related projects or programs</td>
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<td><strong>C. Additional competence preferred</strong></td>
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<tr>
<td>Work Experience in development and operationalization of quality assurance system particularly accreditation system in TVET sector.</td>
<td>Atleast 1 project</td>
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<tr>
<td>Skill and knowledge for monitoring and evaluation</td>
<td>Atleast 1 project</td>
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</table>
### Working experiences for research and studies in Education sector

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<tr>
<th>System</th>
<th>Atleast 1 project</th>
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### D. Capacity

<table>
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<tr>
<th>Financial Capacity</th>
<th>Not applicable</th>
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<tbody>
<tr>
<td>Infrastructure/equipment related to the proposed assignment</td>
<td>Not Applicable</td>
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</table>
E. EOI Forms & Formats

Form 1. Letter of Application
Form 2. Applicant's information
Form 3. Experience (General, Specific and Additional Competence)
Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .........................

To,

Full Name of Client: __________________________

Full Address of Client: ________________________

Telephone No.: ______________________________

Fax No.: ____________________________________

Email Address: _______________________________

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by Sakchyamta Project, CTEVT as Consultant for Quality Assurance Specialist.

2. Attached to this letter are photocopies of original documents defining:
   a) the Applicant’s legal status;
   b) the principal place of business;

3. Sakchyamta Project, CTEVT and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Sakchyamta Project, CTEVT and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹

5. All further communication concerning this Application should be addressed to the following person,

   [Person]
   [Company]
   [Address]
   [Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.
business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed: 

Name: 

For and on behalf of (name of Applicant or partner of a joint venture):
2. Applicant’s Information Form

1. Name of Individual Consultant:

2. Education/ Degree of Individual Consultant:

3. Years of General Experience of Individual Consultant:

4. Years of Experience in TVET of Individual Consultant:

5. Type of Constitution (Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO)

6. Date of Registration / Commencement of Business (Please specify):

7. Country of Registration:

8. Registered Office/Place of Business:

9. Telephone No; Fax No; E-Mail Address

10. Name of Authorized Contact Person / Designation/ Address/Telephone:

11. Name of Authorized Local Agent /Address/Telephone:

12. Consultant’s Organization:

13. Total number of staff:

14. Number of regular professional staff:

(Please attach DETAILED CURRICULUM VITAE with detailed information as required in the TOR)
3. Experience

3(A). General Work Experience of Individual Consultant for Quality Assurance Specialist

*(Details of assignments undertaken by the INDIVIDUAL Consultant) (Work Experience of Consulting Firm will not be evaluated)*

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Value of Contract</th>
<th>Year Completed</th>
<th>Client</th>
<th>Description of work carried out</th>
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### 3(B). Specific Experience of Individual Consultant for Quality Assurance Specialist

*(Details of Specific experience of the INDIVIDUAL consultant) (*Work Experience of Consulting Firm will not be evaluated)*

**Specific Experience means assignments in the field of occupational standards, curriculum development and Training Learning Material (TLM) development and related field**

<table>
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<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current NRs; US$ or Euro)*:</th>
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<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
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<tr>
<td>Location within country:</td>
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<td>Name of Client:</td>
<td>Total No. of person-months of the assignment:</td>
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<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):</td>
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<tr>
<td>Start date (month/year):</td>
<td>No. of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
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<td>Completion date (month/year):</td>
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<tr>
<td>Name of joint venture partner or sub-Consultants, if any:</td>
<td>Narrative description of Project:</td>
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<td>Description of actual services provided in the assignment:</td>
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</table>

**Note:** Provide highlight on similar services provided by the consultant as required by the EOI assignment.

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* Consultant should state value in the currency as mentioned in the contract
3(C). General Work Experience in TVET related projects or programs of the INDIVIDUAL Consultant for Quality Assurance Specialist

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Value of Contract</th>
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<th>Client</th>
<th>Description of work carried out</th>
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3(D). Additional competence preferred of the INDIVIDUAL Consultant for Quality Assurance Specialist

Experience of additional technical competence as mentioned in TOR

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<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
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INSTRUCTION FOR REGISTRATION to www.bolpatra.gov.np and submission of Expression of Interest (EOI)

1. Go to www.bolpatra.gov.np and press on bidder in the Login Box

2. Press on Register Now
### For Individual Consultant

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Name of Consultant</th>
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</thead>
<tbody>
<tr>
<td>Business Start Date</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Form of Organization</td>
<td>Individual Local Consultant</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Others</td>
</tr>
<tr>
<td>Specialization</td>
<td>Select one from list</td>
</tr>
<tr>
<td>Category of Interest</td>
<td>Consulting Service</td>
</tr>
<tr>
<td>Registration No.</td>
<td>Citizenship Certificate Number</td>
</tr>
<tr>
<td>Registration Date</td>
<td>Citizenship Certificate Registration Date</td>
</tr>
<tr>
<td>PAN No</td>
<td>Individual PAN No.</td>
</tr>
<tr>
<td>Address</td>
<td>Personal Address</td>
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</tbody>
</table>

### For Organization

<table>
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<tr>
<th>Organization Name</th>
<th>Name of organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Start Date</td>
<td>Business Registration Date</td>
</tr>
<tr>
<td>Form of Organization</td>
<td>Select one from list</td>
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<tr>
<td>Organization Type</td>
<td>Select one from list</td>
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<tr>
<td>Specialization</td>
<td>Select one from list</td>
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<tr>
<td>Category of Interest</td>
<td>Select one from list</td>
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<tr>
<td>Registration No.</td>
<td>Business Registration Number</td>
</tr>
<tr>
<td>Registration Date</td>
<td>Business Registration Date</td>
</tr>
<tr>
<td>PAN No</td>
<td>Organization PAN No.</td>
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<tr>
<td>Address</td>
<td>Organization Address</td>
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Standard EOI Document
4. **Next Fill in the Document Details**

For Individual Consultant

**Registration Certificate**: Upload Citizen Certificate in PDF format (should be less than 5MB in size)

**Tax Registration Certificate (PAN, VAT)**: Upload Individual PAN Card in PDF Format (should be less than 5MB in size)
Standard EOI Document

**Tax Clearance Certificate**: Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Power of Attorney**: Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Stamp**: Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Signature**: Upload a scanned copy of your signature in PDF format (should be less than 5MB in size)

---

**For Organization**

**Registration Certificate**: Upload Organization/ Business Registration Certificate in PDF format (should be less than 5MB in size)

**Tax Registration Certificate (PAN, VAT)**: Upload VAT/ PAN certificate in PDF Format (should be less than 5MB in size)

**Tax Clearance Certificate**: Upload Tax Clearance Certificate upto 2073/74 in PDF format (should be less than 5MB in size)

**Power of Attorney**: Upload Tax power of attorney letter in PDF format (should be less than 5MB in size)

**Stamp**: Upload a scanned copy of the organization stamp in PDF format (should be less than 5MB in size)

**Signature**: Upload a scanned copy of the official representative of the organization in PDF format (should be less than 5MB in size)
5. **Next Fill in the Account Details**

Fill in the name, designation, contact no., Email, Username (minimum 6 character long), Password ([Password must be minimum 6 character long and contain at least one Number, Letter and Special Symbol{#, @, $}]), secret question and answer and 'tick' on “I have read, understood and agree to the terms and conditions mentioned here” and PRESS REGISTER.
After some time, you should get an email in your registered email address confirming your registration in the GEPSON system. Please activate your account by following the link in the email. Activate my Account

https://mail.google.com/mail/u/0/#search/bolpatra/FMfcpzmZVPVxqLjijrgmqrCkxwjdhpmp

GEPSON Registration!

bolpatraadmin@bolpatra.gov.np@gmail.com

Hello,

You are successfully registered in the GEPSON system.

Your User Name is: [REDACTED]
Registration ID is: [REDACTED]

Before you can log in, your account needs to be activated within 10 days. Please click on the following link to activate your account: Activate my account

If clicking on the link page does not work then please paste this link in the browser

www.bolpatra.gov.np/epson/activate?VerificationCode=337243a2-267-2c06b-7-3bf6-3b8d3890e816&uPsA1q0=59 46df 60 46df 56 46df 6c 1e 24

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact GEPSON Admin Team.

Warm regards,
Gepson Admin Team
7. After your account is Activated, please sign in in the Login Page using your username and Password and as bidder
8. After Login, in search opportunities, select Consultancy Service under Procurement Category and Search.
You will see all the bid opportunities in the Bid Title. For bidding, please press under “Action” for respective bid title.
9. Next press Yes for Joint Venture or No for Individual submission
10. Submit the bidder’s Authorize Representative Information
11. Next, please upload the relevant document as mentioned. When the document is uploaded successfully, a tick appears in the STATUS box.
1. **Bid Submission Form:** Upload the Signed Form in PDF format as per the EOI document.
2. **Declaration:** Upload a blank document in PDF format mentioning NOT APPLICABLE
3. **Payment:** Upload a blank document in PDF format mentioning NOT APPLICABLE
4. **Additional Documents:** The following screen appears

Please Upload all the relevant documents for submitting the EOI one by one in PDF format.

Minimum Document Required:
1. Detailed Curriculum Vitae
2. EOI documents as per the format.

Addition Documents: As per your requirements like Certificates Recognitions etc.
12. After all documents are uploaded and all the status box are ticked, you can check if all the documents have been uploaded correctly by pressing the Download Report.
13. If everything is as per required, please press Submit for completing the application.