



Government of Bagmati Province  
Ministry of Youth and Sports  
**Province Youth Council, Bagamati**  
Hetauda, Makwanpur



Notice for Bid Amendment  
Addendum No.:- 1

**EOI Number: PYC-VST-CS-2082/083-1**

Date of amendment: 2026/02/11 A.D.

1. This is to inform all perspective bidders following revision have been made to the EOI published on 09/02/2026 A.D. Accordingly, the following changes have been incorporated into the bidding documents. The original Notice of Bid was published in Himalaya Times National Daily on 9th February 2026 for EOI Number: PYC-VST-CS-2082/083-1. Bidders are advised to review the updated bidding documents available on the PPMO website: [www.bolpatra.gov.np/egg](http://www.bolpatra.gov.np/egg)

SN	EOI No.	Provision before amendment					Provision after amendment						
		Package Number	Sector	Trade/Occupation	Trainees	Training duration	Skill Test	Package Number	Sector	Trade/Occupation	Trainees	Training duration	Skill Test
	PYC-VST-CS-2082/083-1	VST-1.1	Service	Beautician	40	390 Hours	Yes	VST-1.1	Service	Beautician	40	390 Hours	Yes
				Montessori	40	390 Hours	Yes			Montessori	40	390 Hours	Yes
		VST-1.2	Hospitality and Tourism	Barista	60	160 Hours	No	VST 1.2	Garment and Textile	Tailoring	40	390 Hours	Yes
				General Cook	40	160 Hours	No						
		VST 1.3	Garment and Textile	Tailoring	40	390 Hours	Yes						
VST 1.4	Construction	Electrician	40	160 Hours	No								

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# **EXPRESSION OF INTEREST ADDENDUM REPORT**

Skill-based training for youth within the Bagamati Province (Fiscal Year 2082/083)

## **Province Youth Council, Bagamati**

Province Youth Council, Bagamati  
Hetauda, Makawanpur  
Makwanpur  
Bagmati Province  
Nepal

Addendum No: 1

Published On: 11-02-2026 17:00

Invitation No: PYC-VST-CS-2082/083-1

Dated On: 09-02-2026 06:00

**Following changes have been made in the bid document**

**Chapter: General Information**



# Chapter: 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. A maximum of 6 consultants shall be short listed

## i) Eligibility Criteria

Sl. No.	Criteria Title
1	Corporate Registration
2	Tax Clearance/Tax Return Submission
3	VAT/PAN Registration
4	EOI Form 1: Letter of Application
5	EOI Form 2: Applicant's Information Form
6	EOI Form 3: Experience (3(A) and 3(B))
7	EOI Form 4: Capacity
8	EOI Form 5: Qualification of Key Experts
9	EOI Form 6: Information on Proposed Sectors
10	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.
11	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.

## ii) Evaluation Criteria

### Technical Competence:

Sl. No.	Description	Minimum Requirement
1	Qualification and Experience of Main Trainer	NSTB Level 2 + TOT or equivalent and 5 years of specific experience
2	Qualification and Experience of Co-Trainer	NSTB Level 1 + TOT or equivalent and 5 years of specific experience
3	Qualification and Experience of Training Coordinator	Bachelor's Degree and experience of 3 years in relevant sector
4	Qualification and Experience of Monitoring Officer	Bachelor's Degree and experience of 3 years in relevant sector
5	Qualification and Experience of Database Officer	10+2 or higher with computer training and three years of experience

Total Score: 40.0

### Management Competence:

Sl. No.	Description	Minimum Requirement
1	General Experience of consulting firm	Experience of conducting 160 hours or more training in any occupation and skill test experience from NSTB
2	Specific experience of consulting firm within last 7 years.	Experience of conducting 160 hours or more training in proposed sector and skill test experience from NSTB
3	Similar Geographical experience of consulting firm	Experience of training conduction in districts of Bagmati Province

Total Score: 50.0

**Geographical Competence:**

Sl. No.	Description	Minimum Requirement
1	Financial Capacity.	Average Annual Turnover of at least NRs. 5 million over the last 3 years.
2	Infrastructure/equipment related to the proposed assignment.	Adequate tools, equipment available

**Total Score: 10.0**





Government of Bagmati Province  
Ministry of Youth and Sports  
**Province Youth Council, Bagmati**  
Hetauda, Makwanpur

**TERMS OF REFERENCE (ToR)**

**Skill-based training for youth within the Bagmati Province**  
**(Fiscal Year 2082/083)**  
**(EOI Number: PYC-VST-CS-2082/083-1)**

**1. Background**

**1.1 Introduction** The Government of Bagmati Province has allocated funds to the Province Youth Council (PYC), Bagmati. These funds are specifically designated for the implementation of the "Short-Term Vocational Skill Training for Youths in Bagmati Province" project. The initiative is designed to address the need for marketable skills among the youth population, providing them with professional training that adheres to the standards set by the Council for Technical Education and Vocational Training (CTEVT). By engaging competent National consulting firms and Technical Training Providers (TTPs), the Council seeks to bridge the gap between unemployment and industrial demand within the province.

The strategic intent of this assignment extends beyond basic instruction to include formal recognition of the skills acquired by the participants. This is achieved by preparing trainees for rigorous skill testing conducted by the National Skill Testing Board (NSTB), which ensures that the training meets recognized national benchmarks. For the fiscal year 2082/083, the program has set a target to train approximately 120 individuals. The project is structured to be intensive and efficient, with an expected commencement in April 2026 and a total implementation duration of three months.

Targeting the most vulnerable segments of the population, the project focuses on youths aged between 18 and 40 who are permanent residents of Bagmati Province. The selection process is meticulously designed to prioritize applicants based on their economic status, educational background, and demonstrated interest, with a specific focus on those from socially backward regions and rural districts. By focusing on sectors such as Hospitality, Service, Garment, and Construction, the program aims to foster self-employment and professional growth in key economic areas.

**1.2 Objectives** The primary objective is to provide vocational skill development training to the youths of Bagmati Province, preparing them for certification by the NSTB. The PYC plans to conduct training for **120 trainees** during the fiscal year 2082/083.

**1.3 Assignment Schedule**

- **Commencement Date:** Scheduled to begin in April 2026.
- **Duration:** The assignment will span 3 months.

**2. Scope of Work**

The selected Technical Training Providers (TTPs) shall be responsible for the following activities:

**1. Training Implementation and Methodology**

- **Selection Method:** TTPs will be selected using the Quality and Cost-Based Selection (QCBS) method in accordance with the Public Procurement Act, Regulations and Vocational Skill Training Program conduction Directives, 2080 "सीपमूलक तालिम कार्यक्रम सञ्चालन कार्यविधि, २०८०" of Government of Bagmati Province.
- **Curriculum Adherence:** All training must follow the curriculum prescribed by the Council for Technical Education and Vocational Training (CTEVT) or as prescribed by PYC.
- **Training Duration:** Programs must be conducted 390 hours as dictated by the specific trade curriculum.
- **Execution Locations:** TTPs must conduct training programs in the specific packages at locations assigned by the Province Youth Council (PYC).

## 2. Trainee Selection and Management

- **Target Group:** Youths aged between 18–40 years who are residents of Bagmati Province.
- **Selection Criteria:** Trainees must be selected based on economic status, education, experience, and interest.
- **Priority Groups:** Priority must be given to applicants with lower economic status, those from socially backward backgrounds, and residents of rural districts.
- **Social Marketing:** TTPs are responsible for coordinating with local levels and stakeholders for proper social marketing and selection.

## 3. Skill Testing and Certification

- **NSTB Coordination:** TTPs must prepare trainees for skill testing by the National Skill Testing Board (NSTB) for 390 hours training.
- **Testing Requirement:** Skill testing is mandatory for all training programs.

## 4. Technical Resources and Staffing

- **Facilities:** TTPs must provide adequate training facilities, including workstations equipped with proper tools and equipment for practical sessions.
- **Key Personnel:** Each training event (20 trainees per event) must be staffed with one Main Trainer (NSTB Level 2 + TOT) and one Co-Trainer (NSTB Level 1 + TOT).
- **Management Team:** The project must include a dedicated Training Coordinator, Monitoring Officer, and Database Officer.

## 5. Monitoring and Reporting

- **Internal Monitoring:** TTPs must establish a reliable internal monitoring and supervision mechanism throughout the agreement period.
- **Data Submission:** All training-related data must be provided to the PYC in the prescribed format.
- **External Oversight:** TTPs must facilitate monitoring visits from the PYC, Ministry of Youth and Sports, the Office of the Chief Minister and concerned local levels.

## 3. Package Details and Sectors

TTPs are allowed to compete in a maximum of **2 sectors** and train a maximum of **100 trainees** in total. Only three to six consultants will be selected for RFP stage in each packages.

Package Number	Sector	Trade/Occupation	Trainees	Training duration	Skill Test
VST-1.1	Service	Beautician	40	390 Hours	Yes



Package Number	Sector	Trade/Occupation	Trainees	Training duration	Skill Test
		Montessori	40	390 Hours	Yes
VST 1.2	Garment and Textile	Tailoring	40	390 Hours	Yes

#### 4. Eligibility Criteria

##### 4.1 Mandatory Documents:

- Company Registration with at least 7 years of standing.
- VAT/PAN Registration document.
- CTEVT Affiliation in proposed occupation & Renewal for FY 2082/83.
- Tax Clearance Certificate for recent three fiscal years (up to 2081/82).
- Average Annual Turnover of at least NRs. 5 million over the last 3 years.
- Experience in training **5,000 trainees** in the last 7 fiscal years.
- All documents submitted must be notarized and clear to read.
- Self Declaration Letter and code of ethics: TTPs must submit self-declaration and commitment letter containing following declaration and shall be signed by authorized personnel of the firm and shall be stamped by the company's seal.

1	Declaration of clear understanding of TOR
2	Declaration of non-conflict of Interest
3	Declaration of not included in suspension or sanction list
4	Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

#### 5. Human Resources Requirements

TTPs must provide the following key experts:

Position	Minimum Qualification	Experience	Remarks
Main Trainer	NSTB Level 2 + TOT or equivalent	5 years	One for each 20 trainees proposed
Co-Trainer	NSTB Level 1 + TOT or equivalent	5 years	One for each 20 trainees proposed
Training Coordinator	Bachelor's Degree	3 years in relevant sector	One for overall assignment
Monitoring Officer	Bachelor's Degree	3 years in relevant sector	One for overall assignment
Database Officer	10+2 with Computer Training	3 years in relevant sector	One for overall assignment

#### 6. Experience of TTPs

- Experience of the TTPs will be counted from FY 2075/076 to FY 2081/082. Experience details must be sustained by letters from funding agencies/donors.
- Only experience letters will be counted as work experience. Contracts, Work orders, running work certificates, bills, etc. will not be considered as experience letters:

SN	Experience Type	Details
1	General Experience	Experience of conducting 160 hours or more training in any occupation and skill test experience from NSTB



SN	Experience Type	Details
2	Specific Experience	Experience of conducting 160 hours or more training in proposed sector and skill test experience from NSTB
3	Geographical Experience	Experience of training conduction in districts of Bagamati Province

### 7. Deliverables

1. **Training Implementation Plan:** A comprehensive plan detailing the methodology, curriculum, and schedule for conducting the vocational skill training programs in the selected sectors. Submission of the training implementation plan is must prior to the commencement of training.
2. **Training Sessions and Attendance Records:** TTPs must conduct vocational training sessions as per the assigned packages and sectors. TTPs must maintain and submit detailed attendance records of all trainees throughout the training period.
3. **Skill Testing and Certification Preparation:** TTPs must prepare trainees for skill testing by the National Skill Testing Board (NSTB). A skill test report must be submitted along with the skill test preparation activities and skill testing record.
4. **Final Training Report:** A comprehensive final report upon completion of the training program, including the outcomes of the training, the success rate of trainees in skill testing, and feedback from trainees and trainers. The report should also include an assessment of trainees' readiness for employment or self-employment in their respective sectors.

### 8. Evaluation Criteria

EOI applications will be ranked based on:

- **Qualification:** 30.0%
- **Experience:** 60.0%
- **Capacity:** 10.0%
- **Minimum Pass Score:** 60 points.

  
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