

Technical Proposal - Standard Forms

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TECH A : TECHNICAL PROPOSAL SUBMISSION LETTER

Date:

Kohalpur 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 Cook and LCD/LED TV Repair Technician** in accordance with your Request for Proposal dated **3rd July 2022** and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve **40 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:

TECH B : BIDDER'S REFERENCES

B1. Background information

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.		

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

SN	Sector	Occupation
1		
2		

Main Geographical Regions of Experience:

Organizational Chart including the full name of Board of Directors:

Others:

C.1, Please provide information of the legally established branch offices, If applicable.

Information	Branch 1	Branch 2
District		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		

Contact Person's Mobile Number		
Email		

(Please add more in this table if you have more than 2 branches in operations.)

D. Financial Information of Training Provider (Please submit the copy of financial documents in ANNEX)

Description	FY 2076/077	FY 2077/078	FY 2078/079	Total	Remark
Annual turnover (Rs.) <i>(According to audit report)</i>					
Net profit (Rs.) <i>(According to audit report)</i>					

B2. Understanding the objective of the assignment

B3. Expected output/outcome of the assignment

TECH C : SPECIFIC EXPERIENCES RELATED TO THE ASSIGNMENT

C1. Training experience in same occupation (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (2076/077, 2077/078 and 2078/079)

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 or exam	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)

TECH D : 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.

D1. Office space and training facilities

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

D2. Safety Equipment

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

D3. 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		

D4. 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)

TECH E : DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT (PLEASE MENTION FOR BOTH INSTITUTE-BASED TRAINING AND INDUSTRY-BASED TRAINING)

E1. 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*

E2. 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*

E3. Post Implementation methodology

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

TECH F : 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				
4	Database Operator				
5	Placement and Monitoring Officer				

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

TECH 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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and myself.

_____ Date: _____

[Signature of staff member and authorized representative of the consultant]Day/Month/Year]

Full name of staff member: _____

Full name of authorized representative: _____

Stamp of the bidder provider: _____

TECH H : 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)													

