



Instruction and Template for PROPOSAL Submission

Consultant Hiring for ME/SIYB Training

Procurement Ref. No.: 67/2025

Date of Proposal Submission: 8 April 2025

This instruction & template for proposal development consists of the following sections:

- 1. Section A: Instruction for Proposal Development
2. Section B: Proposal Development Form

Section A: Instruction for Proposal Development

Please READ and FOLLOW the instructions before completing the proposal form.

- 1. A proposal will not be considered for review if:
- It is received after the deadline.
- It is not sealed properly (N/A in case of email proposals)
- There are any missing documents mentioned in the ToR.
- Information submitted by the company is found to be false.
- It is incomplete.
2. Only shortlisted firms will be contacted by Ratauli Yuwa Club (RYC) at each stage of the selection process.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization : .....
Address : .....
Phone number : .....
E-mail : .....

II. Details of contact person

Name : .....
Position : .....
Phone Number : ..... (Landline) ..... (Mobile)
E-mail : .....

1. Please provide your understanding of ToR

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 .....  
 .....

2.Schedule

(A comprehensive schedule for the assignment is to be developed for the 7 days ME/SIYB Training )

Day	Activity /Assessment
Day-1	
Day-2	
Day-3	
Day-4	
Day-5	
Day-6	
Day-7	

III. Financial Proposal

For the resource person, the total cost will be as below:

(Indicating costs for facilitation per day, travel, session plan development, communication, documentation, and reporting etc.)

S.N	Description	Unit	Qty	Rate (NRs.)	Gross Amount (NRs.)	Tax Deduction (15%)	Net Amount (NRs.)	Remark
1	Lead Trainer Facilitation cost	Day						
1	Co-Trainer Facilitation cost	Day						
Total Amount (NRs.)								
In Words:								

Minimum Requirements:

- Curriculum Vitae
- Academic Certificate
- Experience Letter
- Schedule of 7 days training
- Copy of PAN Card
- Copy of Citizenship Certificate
- Bank Details

**-O-O- THE END -O-O-**