

## REQUEST FOR QUOTATION (RFQ)



तिलक वि. क.  
मुख्य प्रशासकीय अधिकृत

**Dullu Municipality, Dullu Dailekh**

**Type of Procurement:** Non-Consulting Service

**Title of Service:** Hiring a firm for skill development Training in Dullu Municipality

**Reference ID:** SQ/NCS/DM/01/2081/082

**Date of Issues of Request:** 13/11/2024 (B.S. 2081/07/28)



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**Dullu Municipality**  
**Municipal Executive Office**  
**Dullu ,Dailekh**  
Karnali Province ,Nepal  
**Request For Quotation**



**For**  
**HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING**

**Date of First Publication: 11/13/2024 (2081/07/28)**

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. Dullu Municipality, Dailekh District has received fund on conditional grant through fiscal transfer from the YETI project and intends to apply part of the proceeds toward payments under the contract for Hiring a Firm for Skills Development Training in Dullu 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. Dullu Municipality, Dailekh District Invites Sealed quotation from the qualified firms. The Brief description of the procurement is as follows.

SQNo	Description	RFQ Document Fee (non-refundable)	Deadline of RFQ Document Purchase (In Office Time)	RFQ Submission Deadline Date and Time	RFQ-Opening Date and Time
SQ/NCS/DM/01/2081/082	Hiring a Firm For Skills Development Training in Dullu Municipality	1000	11/27/2024 (2081/08/12)	11/28/2024 (2081/08/13) 12:00 noon	11/28/2024 (2081/08/13) 2:00 pm

4. Bidder should deposit the cost of bidding document in the office revenue account.  
Account Holder's Name: **DULLU NA.PA.(GA-1-1)-AANTARIK RAJSA**  
Account No: **434010301010002**
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 case for last date of purchasing, Submission and opening of RFQs falls on a government holiday, the next working day shall be considered the last day. In such a case, the RFQ validity shall be recognized from the original RFQ submission deadline.
8. The Dullu 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 any liability to Bidders/ Applicants.
9. For Quotation Document and other information please visit [www.dullumun.gov.np](http://www.dullumun.gov.np) or contact to the Dullu Municipality, Dullu Dailekh.



**Chief Administrative Officer**



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#### B. Instruction to the Bidders

1. To assist you in the preparation quotation, the necessary technical specifications, service, requirements and price schedule with required quantity are enclosed herewith.

2. You shall submit on original of the price quotation with the form of quotation, and clearly market "original". Your quotation in the attached formats should be signed, sealed in on envelope and addressed to and delivered in the following address.

Dullu Municipality

Dullu Municipality Dullu Dailekh

Phone No. 9848117132

Email : navarajt305@gmail.com

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information (In English language) including names and address of firms providing service facilities.

4. You shall submit only one set of quotations for the above items. Your quotations 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 quotations, 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 parts of the contract.

**I) PRICES:** The prices should be quoted for goods and service required and delivery to the Dullu Municipality Dailekh District. Price shall be quoted in the Nepalese rupees (NRS).

**II) EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications/Service will be evaluated by comparison of their technical capabilities and price as indicated below. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this request for quotation, and it will not be considered further. The Dullu Municipality will evaluate and compare only the quotations; the Dullu 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 unite 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 Labor, 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 evaluations criteria.

1.	Numbers of years of experiences of firm in any vocational skills trainings	10
2.	Experiences in relevant trades	25
3.	Experiences registration in the same district if yes gets full marks, If No gets No marks	5
4.	Approach, Methodology, Work Plan and responding to terms of references	20
5.	Cost of the proposal/ Financial proposal	40
	<b>Total</b>	<b>100</b>

At least 3 qualified firms are required for competitive proposal, If their qualified quotation 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 quotations. LL can approach to the market directly in the absence of single qualified proposal or on proposal after second call.

6. Further information can be obtained from:

Dullu Municipality

Dullu Municipality Dullu Dailekh

Telephone: 9848117132

Email: navarajt305@gmail.com

7. The bidder whose quotation has been accepted will be notified of the award of contract through the letter of acceptance issued by the Dullu Municipality Dullu Dailekh.

8. Bidders should submit their quotation with the following documents.

I) A completed form of quotation (attached) with details of cost.

II) Approach, Methodology, work plan and response to terms of reference.

III) Information's of experience: general and specific of the firm in vocational and skill 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)**

V) Information of trainers/Co-Trainers (With Name and brief CVs-Maximum 2 page) with the years of experience, education and qualification-**ANNEX-3 (D)**

VI) Registrations certificated of firm in any governments entities such as company register or cottage and small industry office or in local level.

VII) PAN and VAT registration with latest TAX Clearance of FY 2079/080 or date extension for TAX clearance if it is under clearance process.



VIII) Documents showing affiliated and renewed with CTEVT as or short-terms training provider.

9) Under the world Banks anticorruption's policies, bidders shall observe the highest standard of ethics during the procurements and execution of such contracts. Dullu Municipality will rejected a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that's the bidders recommended for award or any other party, has invest in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing, the contract.

Sincerely,

**Tilak B.K.**

Chief Administrative Officer

Dullu Municipality, Dullu Dailekh



**C. FORM OF QUOTATION**

To: Chief Administrative Officer,  
Dullu Municipality, Dullu Dailekh



A handwritten signature in black ink over a purple official stamp. The stamp contains the text 'दिलेख विक' (Dilekh Vik) and 'प्रमुख कार्यकारी अधिकृत' (Chief Executive Officer).

We offer to execute the RFQ dated .....2024 for purchase of service 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 service described in the contract with the delivered time of form the date of signing of the contract.

The quotation and your written acceptance will constitute a **binding** contract between us. We understand that you're 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 documentation 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:



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#### D. PRICE SCHEDULE

Name of Service Provider:

#### Summary of Total Cost

Item	Total Price in NPR
Cost of the financial proposal	
1. Remuneration	
2. Reimbursable	
Total Cost of the Financial proposal:	
VAT @ 13%	
Total Training Cost for an event training	

#### 1. Remuneration

NO.	Name	Number/Quantity (Nos)	Person-month Remuneration Rate	Time Inpute 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 during the training.

#### 2. Reimbursable expenses

SN	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Total cost in NPR
Total cost for an event					

Note: Reimbursable cost may include: Training Materials cost, equipment cost, DSA for Trainer, Food and snacks, Rental of Hall, Utilities and Travel etc.

Total price for training service .....(In Words)-Inclusive of VAT.

Signature of Service Providers.....

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





Handwritten signature and a purple stamp that reads "तिलक वि. वि." (Tilak V.V.) and "मंसिर २०७३" (Mंसिर २०७३).

#### E. FORM OF CONTRACT

THIS AGREEMENT number made on .....2024, between (Name of LL) hereinafter called "the Dullu municipality" on the one part and ..... ( hereinafter called the service) provider on the other part .

WHEREAS the dullu 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 service under contract at the sum of **NPR.....(.....) hereinafter called "the contract price"**  
HOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

1. The flowing document shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of quotation term and condition of service, term o the reference-ANNEX-1, price schedule and proposed HR/Key Trainers
  - b) Addendum, (if applicable)
2. Taking in to account payment to be made by the Dullu Municipality to the service provider as hereinafter mentioned, the service provider hereby concludes on agreement with the Dullu Municipality to execute and complete the supply of goods and service under the contract and remedy any defects there in conformity with the provisions of the contract.
3. The Dullu Municipality hereby covenants to pay, in consideration of the acceptance of contract delivery of the service and supports there in, the contract price in accordance with payment conditions prescribed by the contract.

IN WITNESS where of the parties here to have executed the contract under the lows 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)  
Tilak B.K.

.....  
Name of Authorized Representative

## F. TERMS AND CONDITIONS OF SERVICE

### 1. Schedules for Activities

Activities description	Tentative Timeline
Commencement of the service	..... (Please mention date)
Inception report	Within 10 days form the contract signing
Mid-term report	Within 25 days form the contract signing
Final training completion report	Within 2.5 Month form the contract signing

All the service in price schedule and performance specifications/requirements as per TOR shall be completed within 2.5 month of contract signing.

2. **Fix price:** The prices indicated in the form of quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **Activity Scheduling:** The service should be complete as per above schedule.
4. **Insurance:** The service 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 on amount equal to 110 percent of the value of the good 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 Dullu Municipality and he 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 Dullu Municipality and the service provider, the dispute shall be settled in accordance with the provision of the relevant Nepal's arbitration law as definite by Nepal council of arbitration.
7. **Delivery and Documents:** Upon service delivery, the service provider shall provide the following documents to the Dullu Municipality  
Copies of the service providers in voice with,
  - A. **Inception Report:** Covering final work plan and training approach, trade wise training plan, on of participants, venue and logistic 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 1 weak 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 form the training program, Training analytic report covering number beneficiaries, age group, gender, cast and ethnicity, trade areas coverage by beneficiaries.
    - Recommendation on the potential area of the improvement,
    - A final report in Nepali language or English language.
8. **Payment:** 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 service payment modality shall be as follows.

- On advance payment equivalent to 10 % of the contract price will be made against the bank guarantee.
- 1st in settlement: 10% payment against the inception report comprising the service provider work plan information on enrolled trainers, confirmation of training location and venues after inception report.
- 2nd in settlement: 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 Dullu Municipality within 7 days from the date of notice by Dullu Municipality .
11. **Force Majeure:** The service provider shall not be liable for penalties or termination for default if and to the extent that its delay 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 events beyond the control of the service provider and not involving the service providers fault or negligence and not foreseeable. Such event may include, but not restricted to, act of Dullu Municipality in its sovereign capacity, wars or evaluations, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a force major situations arises, the service provider shall promptly notify the Dullu Municipality in writing of such condition and the cause there of, unless otherwise directed by the Dullu Municipality in 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 provided by force major event.

12. **Required technical specification and description of service:**(With attachment necessary)

- I) Specific details and technical standards, description of service and service requirement, approach and methodology as indicated in TOR ANNEX-1 (Attached herewith)  
Service provider confirms compliance with above specification.

13. **Failure to perform:** The Dullu Municipality may cancel the agreement if the service provider fails to deliver the goods and service, in accordance with the above term and condition, in spite of a 50 day notice given by the Dullu Municipality without incurring any liability to the service provider.

**NAME OF SERVICE PROVIDER:**

**Authorized Signature.....**

**Place:**

**Date:**





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## Annex-1: Terms of Reference

Training provider for the Vocational and Life Skills training at LLS

Name of Local Level:

Number of Trades: 2

Name of the Trades:

1. Road repair and maintenance,
2. Masonry brick and stone masonry

### I. Background

Prime Ministers Employment program (PMEP) is Government of Nepal flagship program which envision guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public work 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 in iterative 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 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, to 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, project 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 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 case for work beneficiaries alongside cash for work to improve their skills.

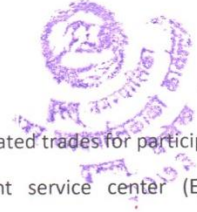
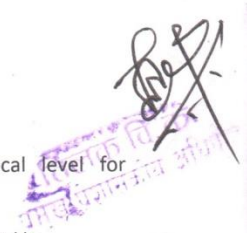
## III. Scope of work

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 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:

SN	Trade	link for curriculum
1	Road and maintenance	<a href="https://pmep.gov.np/uploads/syllabus/1724738210-road-repair-and-maintenacne-pdf">https://pmep.gov.np/uploads/syllabus/1724738210-road-repair-and-maintenacne-pdf</a>
2	Masonry (brick and stone masonry)	<a href="https://pmep.gov.np/uploads/notice/1672136246">https://pmep.gov.np/uploads/notice/1672136246</a>
3	Life Skill Training	<a href="https://pmep.gov.np/uploads/notice/1672136884">https://pmep.gov.np/uploads/notice/1672136884</a>

3. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum,
4. Monitor participant's attendance during training,



- 
- 
5. Provide training completion certification in the related trades for participants,
  6. Consult and coordinate with the employment service center (ESC) at the local level for implementation support,
  7. Prepare training completion report with acknowledgement of completion by the relevant LLs,

**a. Training Approach**

The training to YETI beneficiaries from local level will be delivered through total of estimated to 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	No of the trainees	40
2	No of the trainees per training event	Maximum 20
3	No of training event	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 safe guard provisions of the project.

**IV) Assignment Duration:**

The assignment to be complete within 2.5 month from the contract effective date.

**V) Major Outputs and deliverables of the assignment:**

1. Inception report: Covering final work plan and training approach, trade wise plan, No of participants venues, and logistics supported 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 1 weeks of completion of all training, the service provider shall submit 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 no 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 Nepali and 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 participants.

- b. LL shall provide 50 days of wages during the training period for all beneficiaries.  
c. Training curriculum for all trades.

VII) Eligibility, qualification and technical qualifying criteria and selection of service provider:

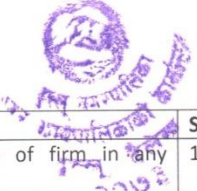
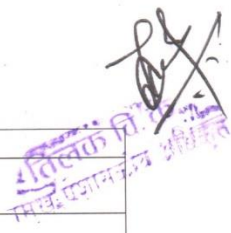
- a. The target service providers all the firms having demonstrated experience in conducting, managing, supervising and implementing short term market-oriented skills training with the following eligibility and qualification requirements,
1. The service providers should have registered in the office of the company register or small or cottage office or in local level.
  2. PAN and VAT registration with latest TAX clearance of FY 2079/080 or date extension for TAX clearance if it each 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 list in wanted proposed.
  5. Should have at least NPR 2 million annual turnovers in the best 3 of the last 7 fiscal years.
- b. HR requirement and qualifications:  
Following are the tables for key experts and support staffs necessary to conduct a training event.

SN	Key Experts	Minimum Qualifications
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 on level-II each available in academic program, level-I with TOT (general/Instructor/Occupational) from TITI and 1 years will be taken as minimum qualification)
2.	Co-Trainer	Short term training level-I or TSLC in the relevant occupation/subject.
3.	Main Trainer or Life skill (unless either of the above are qualified to delivery life skill as will)	+2 or equivalent, at least 5 years of general work experience, has received TOT for life skill and conducted at least two life skill sessions.
<b>Support staff (Non-Key Human Resource)</b>		
4.	Training Coordinator	+2 or equivalent
5.	Monitoring Officer	+2 or equivalent

C. Selection of service provider:

The selection of service provider will be best on the project operation manuals accepted by MOLESS and World Bank.

A firm which meets eligibility, qualification and minimum technical competence will be score. The highest score firm will be selected and awarded the contract the firm will be score applying the following criteria.

SN	Criteria	Score
1	Number of years of experience of firm in any vocational skill 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
	<b>Total</b>	<b>100</b>

A public notice shall be published giving the minimum of 15 days of public notice by LLs. If at least 3 qualified proposal are not received at first call, Second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensuring from at least 3 qualified firms. If there is only one equation received during the first call, LL shall re-advertise second time. If only one proposal submitted or on any proposal receive in the second call, give 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.

## ANNEX-2: General and specific work experience

### (A) General work experience

(Details of assignments under taken by firm or member of a JV)

SN	Name of the assignment	Location	Venue of Contact	Year complete	Client	Description of work carried out
1						
2						
3						
4						
5						

(Note: Supporting document for general experience should be submitted for the above)

### (B) Specific Experience

Details of similar assignment under taken in the provision 7 years.

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

Firm's Name:

SN	Name of the assignment	Location	Venue of Contact	Year complete	Client	Description of work carried out
1						
2						
3						
4						
5						

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



*[Signature]*  
विकास वि. क.  
मुख्य प्रशासक अधिकारी

## **Sample Templates for Proposal**

- (A) - General Work Experience**
- (B) - Specific Experience**
- (C) - Financial Capacity**
- (D) - Key Trainers**



### ANNEX-3 Financial 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)

ANNUAL TURNOVER	
Year	Turnover
FY	
FY	
FY	

- Average annual turnover of best of 3 FY years

- Of last 7 FY Years

(Note: Supporting documents for average turnover should be submitted against the above information such as TAX clearance certificate of the previous 3 FY years)

#### (D) Key Trainers (Include Details of key trainers only)

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

SN	Name	Position	Highest Qualification	Work Experience (in Year)	Specific Work Experience (in Year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)