



# महालक्ष्मी विकास बैंक लि. Mahalaxmi Bikas Bank Ltd.

## Expression of Interest (EOI) for Designing, Facilitating and Managing the Training Program

(First Published Date: 29<sup>th</sup> January, 2024)

Mahalaxmi Bikas Bank Ltd. invites EOI from the interested Training & Development Institutes/ Consultancies for designing, facilitating and managing training program(s) for the Bank.

**Eligibility Criteria:** Training & Development Institutes/ Consultancies operating for last 3 years.

### Documents and Information Required:

1. A cover letter with fully filled in the request for proposal (RFP) as per the format to be provided by the Bank.
2. Profile of the firm /company and CV of 5 Trainers.
3. List of 10 training programs provided during last Fiscal year.
4. Reference Letters from 3 commercial banks/national level development banks.
5. Company Registration.
6. PAN Registration.
7. Partnership Deed/Memorandum of Association / Article of Association, as applicable.
8. Authority Delegation by the Partners / Board of Directors to represent the firm/company and sign on the agreement, as applicable.
9. Audited Financial(s).
10. Tax Clearance certificate.

### Terms and Conditions:

1. Format of the RFP with detailed scope of the works can be obtained from the HR Department, Mahalaxmi Bikas Bank, Thapathali, Kathmandu upon payment of non-refundable fee of NPR 5,000.00 (NPR Five Thousand Only) and submission of the formal letter by the interested firm/company.
2. The firm / company should have clean record with experience in designing, facilitating and managing the training programs for the commercial banks / national level development banks.
3. The formal technical and financial proposals should be submitted to HR Department of the Bank not later than 4:00 pm, 12<sup>th</sup> February, 2024. Proposals received after this deadline shall not be accepted.
4. The quotations/bids shall be opened at 13<sup>th</sup> February, 2024 at 03:00 PM at HR Department, Mahalaxmi Bikas Bank, Thapathali, Kathmandu.
5. In case the last date of submitting the proposals or opening the quotations/bids falls a government holiday, the next working day shall be deemed as the due date.
6. The Bank reserves its right to accept or reject the proposal without disclosing the reason(s) whatsoever.
7. The Bank is not compelled to accept the lowest commercial offer.

### केन्द्रीय कार्यालय

दरबारमार्ग, काठमाण्डौ

फोन नं. ०१-५२६८१५३, ५२६८७९

### सामान्य प्रशासन विभाग

थापाथली, काठमाण्डौ

फोन नं. ०१-५९९१५९९/२०

