



Government of Nepal
Ministry of Culture, Tourism and Civil Aviation
Nepal Academy of Tourism, Hotel and Mountaineering (NATHM)
Rabi Bhawan, Kalimati, Kathmandu

Proposal for
Expression of Interest
(EOI)
For Consulting Services for the Arrangement of International Internship
Placements
F/Y 2083-84

Name of the Agency/Firm/Consultancy:

Address:

Date:

Issued on: June 19, 2026

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Ministry of Culture, Tourism and Civil Aviation
Nepal Academy of Tourism, Hotel and Mountaineering (NATHM)
Rabi Bhawan, Kalimati, Kathmandu

**Invitation for Expression of Interest (EOI) for Consulting Services for the
Arrangement of International Internship Placements (F/Y 2083-84)**

Nepal Academy of Tourism, Hotel and Mountaineering (NATHM), under the Ministry of Culture, Tourism and Civil Aviation, Government of Nepal, invites Expressions of Interest (EOI) from interested and eligible Nepali consulting agencies or firms legally registered under the prevailing laws of Nepal for the arrangement and facilitation of international internship placements for students of Bachelor of Hotel Management (BHM), Bachelor of Travel and Tourism Management (BTTM), Diploma in Culinary Art (DCA) and other vocational trainings offered by NATHM.

1. Eligibility

The applicant must have a valid business registration and, at the time of submission of the Expression of Interest (EOI), shall not be blacklisted by any Government of Nepal authority or any other national or international authority. Furthermore, the applicant company/firm must not be subject to any government-imposed penalties, sanctions, suspension, or legal restrictions by the Government of Nepal that would affect its eligibility or capacity to provide the required consulting services.

2. Availability of EOI Documents

Interested eligible consultants may obtain further information about the EOI documents at the office of NATHM, Rabibhawan, Kalimati, Kathmandu, during office hours on government working days or the official website: **www.nathm.gov.np**

3. Purchase of EOI Document

The EOI document may be obtained from the NATHM office upon payment of a non-refundable fee of **NPR 2,000 (Two Thousand Only)**, deposited in the following bank account within **15 days from the first date of publication of this notice**.

- A. **Bank Name:** Citizens Bank International Ltd., Kalanki Branch, Kathmandu
- B. **Account Name:** Nepal Academy of Tourism, Hotel and Mountaineering
- C. **Account Number:** 0110100000036201

4. Submission of EOI

The duly completed EOI proposal must be submitted in a sealed envelope to the office of NATHM no later than **12:00 PM on 6th July 2026**, together with the following documents:

- a) Copy of Company/Firm Registration Certificate;
- b) VAT/PAN Registration Certificate;
- c) Tax Clearance Certificate for Fiscal Year 2081/82
- d) Business License

5. Opening of EOI Proposals

The sealed EOI proposals shall be opened at **1:00 PM on 6th July 2026** at the office of NATHM, Rabibhawan, Kalimati, Kathmandu, in the presence of the representatives of the participating consultants who choose to attend.

6. Evaluation and Selection of Shortlisted Firm

The submitted Expressions of Interest (EOIs) shall be evaluated by the Evaluation Committee based on the following criteria. The maximum score shall be 10 points.

S.N.	Evaluation Criteria	Maximum Score
1.	Relevant Experience in International Placement and Student Mobility Program	2
2.	Institutional Partnership with Universities/Academic Institutions, Tourism/ Hospitality Industries	2
3.	Financial and Tax Compliance	2
4.	Visa Facilitation and Travel Support	2
5.	Student Welfare and Support Services	2

A minimum qualifying score for the selection is 6 out of 10

Basis of Evaluation

- The evaluation shall be based on documentary evidence submitted by the applicant.
- Higher scores shall be awarded to firms demonstrating substantial experience, established international partnerships, strong financial standing, comprehensive student support services, and effective monitoring mechanisms.
- The Evaluation Committee may seek clarification or request additional supporting documents, where necessary.
- Only firms meeting the minimum technical requirements and obtaining a satisfactory evaluation score, as determined by the Evaluation Committee, shall be shortlisted.
- Submission of an EOI shall not constitute any guarantee of selection or award of contract, and NATHM reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.

7. Effectiveness of the contract

The assignment has been scheduled for a period of **12 months**. The expected date of commencement of the assignment is **August 2026**.

Terms of Reference (TOR)
For
Consulting Services for the Arrangement of International Internship Placements

Applicant/Agency/Firms/Company/Consultancy must be mentioned in the proposal of EOI on the following basis of TOR.

- 1. Agency/ Firm:**
Applicant/Agency/Firm/Company/Consultancy may be a private entity or government-owned entity registered in Nepal under Government rules and regulations.
- 2. Documents:**
A copy of the company/firm registration certificate, tax clearance certificate of fiscal year 2081/82 with the EOI proposal, and Business License
- 3. Cost of Placement of Internship:**
Applicant/Agency/Firms/Company should submit the total cost of placement with VAT (along with the breakdown) of internship by covering every financial term and conditions mentioned in the TOR. Failing to adhere to the total cost shall disqualify the applicant/ agency/ firms/ company from carrying out internship programs for students of NATHM.
- 4. Internship Placement Continents\Countries:**
Applicant/Agency/Firms/Company may apply only for at least one or more of the following countries mentioned below:
 - a) Japan
 - a) China
 - b) Thailand
 - c) Middle East Countries
 - d) Australia
 - e) European Countries
 - f) America
 - g) Canada
 - h) Malaysia
 - i) Singapore
 - j) Hongkong
 - k) Others (Must Specify)
- 5. Provision of Payment:**
Students shall pay the fee directly through the consulting, documenting, and processing of the internship to any of the sort listed Applicant/ Agency/ Firm/ Company.
- 6. Hotel/ Airlines/ Travel Agency/Tourism Agency:**
Applicant/ Agency/ Firm/ Company must inform the students about the details of Hotel/ Airlines/ Travel Agency /Tourism Agency and location before the internship placement.
- 7. Placement Time:**
Applicant/ Agency/ Firm /Company has to make arrangements for the internship program right after the end-of-semester examination of the 6th semester of Bachelor in Hotel Management conducted by Tribhuvan University, for the period of one year. For

Bachelor of Travel and Tourism Management, the Hotel/ Airlines/ Travel Agency /Tourism Agency need to make arrangements for the internship program right after the end-of-semester examination of the 7th semester conducted by Tribhuvan University for the period of six months.

8. Department:

Applicant/ Agency/ Firm/ Company/Consultancy must make arrangements in at least two operational departments. Regarding the placement in the departments, the agency and firms shall finalize before or within one month of the placement.

9. Accommodation & Meals:

Applicant/ Agency/ Firm/ Company must provide the information of necessary hostels with a healthy environment, security facilities, and other basic amenities.

10. Insurance:

Applicant/ Agency/ Firm/ Company must provide health and travel insurance to the internship student.

11. Stipend/Allowance:

Applicant/ Agency/ Firm/ Company is required to provide information regarding the prevailing rules of the Hotel/ Airlines/ Travel Agency/Tourism Agency, maximum rate of stipend provision should be mentioned if there is any overtime provision.

12. Air Ticket:

Applicant/Agency/Firm/Company/Consultancy must arrange a ticket for the students at the mentioned rate if included in the agreement.

13. Consultancy Charge:

A receipt of the consultancy charge and other miscellaneous charges should be given to the student.

14. Applicant/ Agency/ Firm/ Company providing maximum facilities and benefits will be preferred.

15. Applicant/Agency/Firm/Company is not allowed to keep the original passport of the student right from the initial period and has to carry out the work with the photocopies of the documents.

16. After receiving the offer letter, the student will not be able to cancel the internship program. In such a case, the amount will not be refunded.

17. NATHM will provide required necessary official letter to the students, hotels as well as to the Applicant/Agency/Firm/Company for internship program.

18. Applicant/ Agency/ Firm/ Company should assist the students for No Objection Certificate (NOC) and any other procedures.

19. Applicant/Agency/Firm/Company has the responsibility to provide information about the condition of the student and their job performance to the Officer-Internship Management department of NATHM.

20. If any student has any health issues and wants to return to Nepal, an Applicant/ Agency/ Firm/ Company should manage for his/her return as soon as possible. In such case, the cost will be borne by the student.

21. If any student is restricted from work for any cause, the Applicant/ Agency/ Firm/ Company must manage for his/her return to Nepal.
22. Applicant/Agency/Firm/Company must keep the direct contact number of the authorized person of the hotel for inquiry of the student.
23. Monitoring and Inspection: The Agency/Firm shall ensure the effective monitoring and inspection of students during their internship placements at the designated workplaces. The Agency/Firm shall provide all necessary coordination and support for such monitoring activities. The costs incurred for the monitoring and inspection visits conducted by NATHM or its authorized representatives shall be fully borne by NATHM.
24. The things which are not mentioned in this agreement will be settled with mutual understanding, as well as per the Government rules, regulations and practices of Nepal.
25. If any discrepancy is found at the working place or any lawful complaint is lodged, it will be the sole responsibility of the Applicant/ Agency/ Firm/ Company to solve the issue.
26. Applicant/Agency/Firm/Company should arrange signing of MOU with the concerned interns who undertake the assignment, the contract between the interns and the concerned organization as well as contract between NATHM and the concerned organization.
27. If needed, NATHM may sign MOU directly with the concern Hotels, Airlines, Travel Agency and any other organization for the mutual benefit of the students.

Note:

1. Inability to fulfill any of the terms of reference will lead the Applicant/ Agency/ Firm/ Company to be blacklisted. It may also lead to a fine according to the decision of NATHM Management.
2. Each shortlisted Applicant/Agency/Firm/Company shall deposit a refundable security amount of NPR 100,000 (Nepalese Rupees One Lakh only) to NATHM. The security deposit shall be refunded upon the successful placement of all students assigned through the respective Applicant/Agency/Firm/Company and after fulfillment of all contractual obligations to the satisfaction of NATHM.
3. These terms and conditions shall not debar the rights of NATHM for a Memorandum of Understanding (MOU) with the recognized organization, university, or hotel/ airlines/ travel agency for the internship of the students directly.