



**Terms of Reference (ToR)  
for  
Supplying Agriculture Materials**

**A. Introduction**

**Maya-Prem Memorial Trust (MPMT)**, a registered NGO in Gorkha District, has been working for a decade in the southern portion of Gorkha to promote the socioeconomic well-being of grassroots communities. The organization's aims are to contribute to the long-term development of backward communities by leveraging local resources and abilities in areas such as agriculture, education, and youth development.

Maya Prem Memorial Trust (MPMT) is seeking qualified suppliers to provide high-quality agricultural materials to support its agricultural and livelihood development initiatives. This Terms of Reference (ToR) outlines the scope of work, eligibility criteria, deliverables, and other requirements for interested suppliers.

**B. Objective**

- The objective of this procurement is to source high-quality agricultural inputs and materials that will enhance agricultural productivity, sustainability, and resilience for beneficiaries engaged in MPMT's project.

**C. Specification, Quantity, and Budget for Supply Items**

**Quantity**

- The required quantities for the items listed below will be determined at the time of order placement.
- Materials may be procured either in bulk or on an item-by-item basis, depending on project needs.

**Budget**

The total estimated budget allocated for the procurement of Agriculture materials is approximately **Rs. 25,00,000/-**

**Specification**

- The specifications for the required Agriculture materials are detailed in the table below. However, suppliers may propose alternative specifications where applicable, provided they meet the required quality and functionality standards.

**D. List of Items with Specifications:**

SN	Materials Name	Size	unit
1	Pound liner	120 GCM	SQ Mtr.
		200 Gcm	SQ Mtr.
2	Polythene pipe	20mm/pn16 NS	Mtr
		25 MM/pn12.5 NS	Mtr
		32 MM/ PN16 NS	Mtr
		16 MM/ PN 16 NS	Mtr
		32 MM/ PN12.5 NS	Mtr
		32 MM/ PN 10 NS	Mtr
		25 MM/pn 16 NS	Mtr
3	Hill Tank NS	1000 Lt	Lt
4	Hill Tank 3 layers	1000 Lt	Lt
5	Hill tank NS	500 Lt	Lt



6	Hill tank 3 Layers	500 Lt	Lt
7	Hill tank 3 layers	300 Lt	Lt
8	PVC drum	200lt	Lt
9	Garden pipe	16 MM (PVCF lexlvlle)	KG
10	Plastic tunnel	120 GCM	SQ Mtr.
		90 GCM	SQ Mtr.
11	Hajari	5 lt	Lt
		10 lt	Lt
12	plastic Drum	60 Lt	Lt
13	Sprinkler	0	0
	A) Regular shape		pc
	B) Medium shape		pc
	C) Heavy shape		Pc
14	Pruning shears	0	0
	A) ENKU		Pc
	B) Kaku		Pc
	c) Japanese		Pc
15	Hand saw		Pc
16	electrical spray 16 lt		Pc
17	Cement	OPC	Bag
18	Cement	PPC	Bag

#### E. Quotation Format

Suppliers must submit their quotations in the prescribed MPMT format, duly stamped and signed, and must include the following details:

- All prices must be inclusive of VAT.
- Expected delivery timeline.
- Price validity (minimum 365 days).
- Availability of alternative options for each item, along with corresponding pricing.

#### F. Expected Deliverables

The supplier is expected to provide the following deliverables:

- Supply of high-quality agriculture materials as per agreed specifications.
- Conduct sample quality checks and physical verification of each item with a designated MPMT representative before dispatch.
- Ensure safe transportation and delivery of materials in excellent condition to MPMT office.
- Provide a brief user manual or oral instructions on using the supplied commodities, if necessary.
- Replace any equipment found damaged due to packaging issues, transportation, handling, or malfunctioning within one month of delivery at no additional cost to MPMT.
- Complete the delivery of materials within five (5) days from the selection/ order.



## **G. Budget and Payment Terms**

The supplier must submit a detailed list of agriculture items/ materials with a budget breakdown, including applicable taxes, in the specified quotation format. Payment terms are as follows:

- Payment will be made directly to the supplier's bank account.
- Payments will be processed via Account Payee Cheque.
- Tax Deducted at Source (TDS) will be applied as per the Income Tax Act.
- Payments will be made upon successful delivery of materials.

## **H. Quotation Evaluation and Acceptance**

MPMT reserves the right to accept or reject any quotation, with or without providing a reason. If necessary, shortlisted suppliers may be asked to revise their quotations.

## **I. Service Management**

The selected supplier will be responsible for managing the supply process and ensuring timely delivery while maintaining the required quality standards.

## **J. Eligibility Criteria**

Only private companies, firms, or suppliers registered with the Government of Nepal and possessing relevant experience in the supply of agriculture materials are eligible to apply. The supplier must meet the following requirements:

- Valid PAN, company registration, VAT registration, and tax clearance certificates.

## **K. Required Documentation**

Interested suppliers must submit the following documents:

- Completed quotation form with item-wise pricing and specifications.
- Mention of company name/brand for each item (if applicable).
- Copy of company/firm registration certificate.
- Copy of the latest tax clearance certificate.
- VAT and PAN registration certificates.

## **L. Remarks**

i. Quotation will not be considered for the selection in below cases:

- It is received after the deadline
- It is not sealed properly
- There are any missing documents
- Information submitted by the organization is found to be false



- It is incomplete
- ii. Any kinds of activity with an intention to affect the selection process will not be entertained. No question will be answered via phone call or verbal conversation.
- iii. Submitted documents will not be returned back to the applicant organization.
- iv. MPMT reserves the right to reject any applicants or to dismiss the selection process without any prior notice or justification to applicants.
- v. We are not going to declare any reason for rejection under any conditions.
- vi. The selected supplier will enter into a contractual agreement with MPMT outlining the specific terms and conditions of the supply.

#### **M. Quotation Submission Process**

Interested suppliers must submit their sealed quotations (Hard copy) clearly labeled as “Quotation for Supplying agriculture materials” within 7 days from the date of publish (by **March 4, 2025, 5:00 PM**) to the following address:

**Maya-Prem Memorial Trust (MPMT)**  
Gandaki Rural Municipality-2, Batase,  
Gorkha, Nepal

For further clarification regarding the Terms of Reference (ToR) or submission procedures, inquiries can be directed to [mpmt.program@gmail.com](mailto:mpmt.program@gmail.com)