

Madan Bhandari University of Science and Technology
Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal
Notice on Requirement for the Service of Consultant of Junior Technical Assistant in Agriculture
Date of publication: Bhadra 23, 2082 (September 08, 2025)

The University intends to hire the service of consultant of Junior Technical Assistant (JTA) in Agriculture. Interested individuals or eligible firms are invited to submit proposals within 4:30 pm of Aswoj 8, 2082 to the email address– info@mbust.edu.np or to the office of the University. The TOR for the consultant is provided in Annex 1. The proposals should be completed with the documentation specified below.

Documents to be submitted

For firms

1. Copy of Company registration certificate of the firm
2. Copy of VAT registration certificate of the firm
3. Copy of Tax clearance certificate of the firm for the F/Y 2080/81
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate
7. Technical proposal from candidates for consultants

For individuals

1. Copy of VAT registration certificate
2. Copy of Tax clearance certificate for the F/Y 2080/81
3. Suchi darta (vendor registration) application (Annex 2)
4. CV of the candidate
5. Commitment letter from the candidate
6. Technical proposal from candidates for consultant

Annex 1

Madan Bhandari University of Science and Technology

Terms of Reference for JTA

Background

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

To date the University has appointed only the President, Vice President Administration and Finance and Director Institute of Applied Science from among the senior management positions. Since the MBUST is a research-based university its success will be largely determined by the success it achieves in research. One of the focus areas of research of the University is Organic Agriculture. For this purpose, the University is operating farms within the university compound. There is a need of JTA to look after these research farms. For this purpose, the University is hiring a Junior Technical Assistant in Agriculture (JTA) as a consultant.

Scope of Work

1. To work as the care taker of green house, Kiwi orchard and open demonstration farm of the university as instructed by the faculty members including:
 - a. vegetable and other field crops cultivation inside green house and demonstration farm as per the annual crop calendar.
 - b. To carry out the intercultural operation at the kiwifruit orchard, green house and demo farm viz. fertilizer application, irrigation, weed management, insect pest management etc. periodically.
 - c. To carry out the vine management of the kiwifruit orchard viz. periodically carry out of training and pruning.
 - d. Regular monitoring of kiwifruit orchard, green house and demo farm and update the faculty members.
 - e. To carry out vermicomposting and biofertilizer production at demo farm.
2. To assist to the faculty members in field work and lab work.
3. To assist to the faculty members for the data collection at the Orchard, plastic house, demo farms and lab.
4. To follow University rules and guidelines.
5. To carry out other works as instructed by the faculty members and administration.

Duration of Service

This is a time-based contract. The consultant shall provide services for 320 person-days commencing from October 12, 2025 and continuing through December 15, 2026 or any other period as may be subsequently agreed by the parties in writing. The Contract may be extended at the same daily rate.

Expected Outputs

Proper management of the research farms. Monthly reports on each task accomplished and problems to be addressed.

Reporting

The consulting firm/individual shall report to the Coordinator of the Organic Agriculture Program of the University on a monthly basis.

Payments

Payment shall be made on a monthly basis based on the time spent in days for the assignment. One work day is equivalent to eight work-hours.

Eligibility Requirements

Consulting firms registered in the relevant office and having VAT registration and tax clearance certificate for FY 2080/81 are eligible to supply a qualified professional. Individual consultants registered in the relevant office and having VAT registration and tax clearance certificate for FY 2080/81 are also eligible to apply.

Qualifications

- JTA successfully completed or equivalent.
- Hard working and dedicated to work.
- Experience in the agricultural practices is preferred.
- Excellent interpersonal skills and team work experience.
- Female candidates are encouraged to apply.

Selection Criteria

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय
चित्लाङ्ग, थाहा नगरपालिका वडा ९, बागमती प्रदेश,
नेपाल

विषय: मौजुदा सूचीमा दर्ता गरी पाँउ ।

महोदय,

सार्वजनिक खरिद नियमावली, २०६४ को नियम १८ को उपनियम (१) बमोजिम तपसिलमा उल्लिखित विवरण अनुसारको पुष्ट्याई गर्ने कागजात संलग्न गरी मौजुदा सूचीमा दर्ता हुन यो निवेदन पेश गरेको छु ।

तपसिल:

१. मौजुदा सूचीको लागि निवेदन दिने व्यक्ति, संस्था, आपूर्तिकर्ता, निर्माण व्यवसायी, परामर्शदाता वा सेवा प्रदायकको विवरण:			
(क) नाम:		(ख) ठेगाना:	
(ग) पत्राचार गर्ने ठेगाना:		(घ) मुख्य व्यक्तिको नाम:	
(ङ) टेलिफोन नं.		(च) मोबाईल नं.	
२. मौजुदा सूचीमा दर्ता हुनको लागि निम्न बमोजिमको प्रमाणपत्र संलग्न गर्नु होला ।			
(क) संस्था वा फर्म दर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ख) नविकरण गरिएको छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(घ) कर चुक्ताको प्रमाणपत्र छ <input type="checkbox"/> छैन <input type="checkbox"/>			
(ङ) कुन खरिदको लागि मौजुदा सूचीमा दर्ता हुन निवेदन दिने हो, सो कामको लागि ईजाजतपत्र आवश्यक पर्ने भएमा सोको प्रतिलिपि छ <input type="checkbox"/> छैन <input type="checkbox"/>			
३. सार्वजनिक निकायबाट हुने खरिदको लागि दर्ता हुन चाहेको खरिदको प्रकृतिको विवरण:			
(क) मालसामान आपूर्ति: मालसामानको प्रकृति समेत उल्लेख गर्ने		(ख) निर्माण कार्य	

(ग) परामर्श सेवा: परामर्श सेवाको प्रकृति समेत उल्लेख गर्ने		(घ) अन्य सेवा: (अन्य सेवाको प्रकृति समेत उल्लेख गर्ने	
निवेदन दिएको मिति:	फर्मको छाप:	निवेदकको नाम: हस्ताक्षर:	