

TERMS of REFERENCE (TOR)

Supply of Promotional Materials (T-Shirt & Bag) for GNI

1. **Background:**

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 22 districts.

GNI Nepal had plan to procure the T-Shirt & Bag as promotional materials for **MNCH Project, Mugu** which will have the **office logo** and used by its staffs and other stakeholders.

2. **Objective of the service:**

- To procure the T-Shirt and Bag for its staff & stakeholders as a promotional material.

3. **Scope of the Work**

The T-Shirt and Bag that will be procured based upon the specification and standard is at the Annex. The materials will be procured in bulk & the firms/company should clearly mention the validity of the quoted price.

4. **Expected Deliverables**

The deliverables that GNI Nepal expect are the quality materials as listed below:

1. **T-Shirt (Polo)- 180 pcs**
2. **Bag- 53 pcs**

5. **Budget and Mode of Payment:**

The Vendor shall submit financial proposal in details i.e. Applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made only to the account of the service provider/firm's name.
- b. The payment will be made through Account Payee Cheque or online system.

6. **Acceptance of ITB**

All the rights to accept or to reject the proposal, with or without any obligations, shall be reserved by GNI Nepal. If deemed necessary, the service provider shall be asked for modifications.

7. Management of the Service:

The selected service provider/firm shall be accountable for the deliverable of the expected quality and standard within the stipulated time.

8. General Qualification of the service provider/firms:

All the private service provider/firm registered under the authorized bodies of Nepal Government and having experience in the related field is eligible to apply for the project. The service provider/firm must have the documents as outlined below:

- a) Service Provider/firm must have Company registration, VAT registration and Tax clearance certificates etc.

9. Documents to be Submitted by the Service Provider/Firm:

The application shall contain following documents:

- A. Price quotation with individual item and specification as mentioned in BOQ.
- B. Details of the service provider/firm
 - a) A copy of organization/firm registration
 - b) A copy of Tax clearance certificate (077/078)
 - c) VAT and PAN registration

Interested firms/service providers are requested to submit the bid in a sealed envelope clearly marked with **“Bid for Supply of Promotional Materials (T-Shirt & Bag)”** by 17:00 Hrs (Nepal Time) 10th May, 2022 at GNI Nepal Ekantakuna, Lalitpur Nepal.

GNI Nepal reserves all rights to make the final decision regarding selection of the firm/service providers without any obligations.

ANNEX I:

Specification for the T-Shirt & Bag

Spec 1: T-Shirt

Collar T-Shirt

Fabric: Cotton

Size: Small, Medium, Large (Nepali Standard)

Color: One color

Logo: Two organization's logo (Single Color)

Logo Print: Embroidery

Price Range-NRs. 600- NRs. 800 per piece



Spec 2: Bag

Backpack bag with extra pocket with laptop case in inside

Fabric: Polyester+Nylon

Color: Black

Logo: Two organization's logo (Single Color)

Logo Print: Screen Print

Bag Design: Can be different

Price Range-NRs. 1600- NRs. 2000 per piece



Note: The vendors should submit the bid along with the sample. The bid without sample will not be entertained for further process. The samples should reflect the same quality as specified in the bid. GNI Nepal is responsible to return back the submitted samples after the completion of the procurement process. The above photo is for reference only.

Annex II

Financial proposal/Bidding Form

S.N.	Item	Specification of the Items	Qty.	Unit Rate with VAT	Total Amount in NRs.
1.	Collar T-Shirt	Collar T-Shirt Fabric: Cotton Size: Small, Medium, Large (Nepali Standard) Color: One color Logo: Two organization's logo (Single Color) Logo Print: Embroidery	180 pcs		
2.	Bag	Backpack bag with extra pocket with laptop case in inside Fabric: Polister+Nylon Color: Black Logo: Two organization's logo (Single Color) Logo Print: Screen Print	53 pcs		
Grand Total Amount					

Delivery duration after PO signed:

Name of Company:

Name of Authorized Person:

Date:

Contact No:

Company Stamp: