Terms of Reference (ToR)

FOR SUPPLYING COMMODITIES

Project Title	Sponsored Children's Home-visiting
Type of service	Supply Commodities
Location	12 districts: Darchula, Bajura, Doti, Kailali, Bardiya, Mugu, Humla, Kaski, Parbat, Myagdi, Gorkha, Kathmandu and Lalitpur.
Name of the company/firm	External company/firm/supplier
Deadline of Bid submission	28th March, 2018
Anticipated completion of project	15th April, 2018

1. General Background

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving the lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal works in 20 districts.

2. Activity Description and Rationale

This TOR has been designed in order:

a. To select appropriate suppliers for Commodity (gift) delivery.

b. To maintain the quality and timeline of gift delivery.

3. Number and specification of supply items

The number and specification of the required commodity (gifts) is given in *Annex I.*

4. Expected Deliverables

Followings deliverables are the expected from the supplier;

▪ Supply of quality commodities (gifts)

▪ Conduct quality check and physical verification of each and every commodity (gift) with a GNI Nepal personnel before dispatching.

▪ Transportation, and delivery of commodities in excellent condition at the targeted district offices.

- Provide a brief user manual or oral instructions on using the commodities (if needed) to GNI Nepal District Offices.

- Replace the commodities in case of found any damage (during transportation, handling or delivery, and malfunctioning within one month of delivery date.)

- Wall-clock should have a new battery.

5. Duration

After the signing of the agreement, delivery of the commodities (gifts) to district office(s) should be executed within 10 days from receiving the official purchase order.

Delivery of commodities to all targeted district office should be completed within the agreed time.

6. Budget and Payment procedure

The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission sealed Bid. No extra cost is entertained beyond quoted unit price.

The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work. Any loss and/or damage of supplied commodity during packaging, transportation, and installation will be the responsibility of supplier/firm, no compensation will be provided by GNI regarding this loss/damage.

7. Acceptance of Proposal

All rights to accept or reject the proposal without giving any notice and reason shall be reserved with GNI Nepal. If deemed necessary, the firm/supplier shall be asked for modification and presentation of the proposal before approval.

8. Management of the supply

The selected consultant/firm will be responsible to supply the commodity (Gift) at respective district office and be accountable for the timely delivery of the expected quality and quantity of commodities.

9. Responsibilities of the Company/ Firm/ Supplier

The supplier/firm will be responsible to accomplish the task outlined in this ToR and ensure the delivery of commodities stated above within the agreed budget and timeline.

10. Responsibilities of GNI Nepal

GNI Nepal guided by its policies and practices, will assist the supplier/firm to achieve the objective of this ToR.

11. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the supplier/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain in the course of the work relating to partner organization/GNI Nepal, the respondents or otherwise.

12. Documents to be submitted

The application shall contain following documents:

A. Detailed financial proposal: The proposal should include the price of commodities (including tax), transportation cost and any other applicable costs at unit price. Prices of commodities can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

   A complete list of proposed commodities with their clear photographs (colored) should be included with the financial proposal. The Financial proposal can be submitted as per the table attached on Annex II.

B. Details of the supplier/firm

   a) Profile of firm with relevant experiences

   b) Copy of company/firm registration

   c) A copy of Tax clearance certificate (2073/074)

   d) PAN/VAT registration

   e) Latest Audit report

   f) Any other relevant documents

The Bid document should reach the address below via hand delivery by 17:00, 28 March, 2018. Please, enclose the proposal in an envelope, seal and mark it with "**Bid for Supplying Commodities**" and send it to:

Good Neighbors Inernational Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

Annex I: Tentative figure of required item

S.N	District	Commodity (Gift)	Quantity	Remarks
1	Bajura	Wall Clock	1490	
2	Kailali	Wall Clock	4442	
3	Darchula	Wall Clock	1287	
4	Mugu	Wall Clock	2890	
5	Humla	Solar light/Wall clock	3271	
6	Kaski	Wall Clock	999	
7	Bardiya	Wall Clock	1976	
8	Valley	Steel Tiffin Box	1949	
9	Parbat	Steel Tiffin Box	1215	
10	Myagdi	Steel Tiffin Box	1141	
11	Gorkha	Hot Case (Tiffin)	1537	
12	Doti	Rechargeable Solar light (Small-Table)/ Wall Clock	1953	50 % Solar light, 50% wall Clock

Note: The above mentioned data is tentative and the number may decrease by 5 to 10%.

Good Neighbors International

Annex II: Technical Specification and Bidding form

S.N	Item Name	Specification	Brand	Per unit Rate (NRs.) Including VAT	Remarks
1	Wall Clock	Small Size Plastic Body Plain Shape No noise making With new battery			
		Medium Size Plastic Body Plain Shape No noise making With new battery			
2	Steel Tiffin Box	Small Size Steel body Single Box			
		Small Size Steel body Double Box			
3	Rechargeable Solar light (Small-Table)				
4	Hot Case (Tiffin)	Small Size			