

## TERMS of REFERENCE (TOR)

### Supply of Jacket & Bag for GNI Nepal

#### 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 21 districts.

GNI Nepal had plan to procure the jackets & Bag as promotional materials which will have the office logo and used by its staffs and other stakeholders.

#### 2. **Objective of the service:**

- To procure the Jackets & Bags for its staff & stakeholders as a promotional material.

#### 3. **Scope of the Work**

The jackets & bags that will be procured based upon the specification and standard is at the Annex. The jackets & bags 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 jackets & bags as listed below:

**I. Fleece Jacket with inside fur -250-300 pcs**

**II. Backpack Bags-250-300 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.

## **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 PAN, 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
  - d) Company Profile

Interested firms/service providers are requested to submit the bid in a sealed envelope clearly marked with **“Bid for Supply of Jacket & Bags (Promotional Materials)”** by 17:00 Hrs (Nepal Time) 2<sup>nd</sup> Jan, 2022 at GNI Nepal Ekantakuna, Lalitpur Nepal. A detail Terms of Reference (TOR) and bidding form including the specification can be downloaded from <http://gninepal.org/who-we-are/notice/>.

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 GNI Jacket & Bag

#### Fleece Jacket with inside fur

##### Product Specification GNI Outerwear

Color	Dark Blue preferred
Size	S, M, L, XL, XXL
Fabric	Inside fur outside fleece
Pattern	Plain
Sleeve Type	Full Sleeve
Chain Type	Branded quality preferred YKK
Logo	GNI logo embroidery print
Price Range	NRs. 1800-2800



#### Backpack Bag with Extra Pockets

##### Product Specification of Backpack Bag

Color:	Black
Size:	L-18, H-12, W-6 Preferred
Fabric:	Polister+Nylon with water proof
Logo:	GNI logo screen print
Extra:	Bag Cover, Side pockets
Price Range:	NRs.1200-1800



**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**

<b>S.N.</b>	<b>Specification of the Items</b>	<b>Qty.</b>	<b>Unit Rate with VAT</b>	<b>Total Amount in NRs.</b>
1	Fleece Jacket with inside Fur	250-300 pcs		
2	Backpack Bag	250-300 pcs		
<b>Grand Total Amount</b>				

**Delivery duration after PO signed:**

**Name of Company:**

**Name of Authorized Person:**

**Date:**

**Contact No:**

**Company Stamp:**