

TERMS OF REFERENCE

For

SUPPLY OF OXYGEN CONCENTRATOR AND ICU BED

1. General Background

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 19 districts.

2. Activity Description and Rationale

This TOR has been designed in order:

- A. To select appropriate suppliers for supply of Oxygen Concentrator and ICU Bed.
- B. To maintain the quality and timeline of procurement the required materials.

a) Number of supply items: The required Oxygen Concentrator and ICU Bed with specification is given in **Annex I**.

3. Expected Deliverables

Followings deliverables are the expected from the suppliers;

- Supply of Oxygen Concentrator and ICU Bed.
- Conduct quality check and physical verification of Oxygen Concentrator and ICU Bed with a GNI Nepal personnel before dispatching.
- Transportation and delivery of Equipment in excellent condition.
- Provide a brief user manual or oral instructions on using the commodities (if needed) to GNI Nepal head Office.
- Replace the items in case of found any damage (during transportation, handling or delivery, and malfunctioning within one month of delivery date).

4. Duration

- After the signing of the agreement, delivery of the items to targeted area should be completed within maximum 15 days from receiving the official purchase order.

- Delivery of commodities to targeted area should be completed within the agreed time.
- Quantity details will be issued along with purchase order.

5. Budget and Payment procedure

The budget and payment procedure will be as follows:

- 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 Nepal regarding this loss/damage.

6. 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 supplier/firm shall be asked for modification and presentation of the proposal before approval.

7. Management of the supply

The selected supplier/firm will be responsible to supply the equipment at respective district office and be accountable for the timely delivery of the expected quality and quantity of equipment.

8. Responsibilities of the Supplier/ Firm

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

9. Responsibilities of GNI Nepal

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

10. 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 supplier/firm has obtained or may obtain in the course of the work relating to partner organization/GNI Nepal, the respondents or otherwise.

11. Documents to be submitted

The application shall contain following documents:

- A. **Detailed financial proposal:** The proposal should include the price of equipment including tax, transportation cost and any other applicable costs at unit price or separately whichever is feasible. Prices of equipment can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed equipment 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** along with specification of supply equipment.

- B. **Details of the supplier/firm:** The proposal should also include the following details of the firm:

- a) Copy of company/firm registration
- b) A copy of Tax clearance certificate (2076/077)
- c) PAN/VAT registration
- d) Any other relevant documents

12. Procedures for the submission of bid:

Interested and eligible suppliers/ firms are requested to submit the bid courier/hand delivery to Good Neighbors International Nepal Office Address or email to procurement@gninepal.org clearly marking the subject with **“Bid for Supply of Oxygen Concentrator & ICU Bed”** till **31th May 2021, 17:00 hrs** (Nepali Time).

For Electronic (email) submission, Financial proposal shall be submitted in PDF format protected with a password. The password shall be sent via email only upon request from procurement dept.

Bid received after the deadline will not be considered and only shortlisted firms/suppliers will be called for further process. Canvassing at any stage of process shall lead to automatic disqualification. The organization reserves all rights to qualify/disqualify

application with or without providing any reasons whatsoever. All bids will be treated with the highest confidentiality.

Annex I

A: Technical Specifications of Oxygen Concentrator

S.N	Items	Specification	Quantity
1	Oxygen Concentrator	Oxygen Concentrator 9 Ltr. Manufactured in USA Output ratio: 96% maximum Model: Platinum 9	Minimum-5 set

B: Technical specification of ICU bed with Mattress-(Few Quantity)

S.N.	Purchaser's Specification	Bidder's Remarks
	ICU Bed with Mattress	
	Name of Bidder	
	Manufacturer	
	Brand	
	Type/Model	
	Country of Origin	
1	Description of Function	
1.1	ICU Beds are required in the Intensive Care for comfort of the patient and to facilitate comfortable transfer to and from emergency/OT/Wards etc. It is also required to carry out point of care procedures including radiological procedures at the bedside.	
2	Operational Requirements	
2.1	The system must be electrically operated five function and adjustable height and tilt. It must also have option for a radio translucent top for carrying out X-Ray at the Bedside.	
3	System Configuration	
3.1	Electrically operated Four section high pressure laminate board bed platform ICU bed with mattress and pillow	
4	Technical Specifications	
4.1	The bed must have an open-architecture design for quick and easy cleaning, helping to reduce the risk of infection.	
4.2	Must have retracting side rails to prevent patient entrapment and falls.	
4.3	Must have zero gaps for safe and easy patient transfers.	
4.4	Must have trend and reverse trend for emergency situations and comfort.	
4.5	Must have actuator control for movement with hand control (remote control) and Side rail embedded patient control.	
4.6	Must have back rest rising 0 to 75°	

S.N.	Purchaser's Specification	Bidder's Remarks
	ICU Bed with Mattress	
	Name of Bidder	
4.7	Must have knee rising from 0 to 45°.	
4.8	The under bed clearance approx 5.5".	
4.9	Must have Trendelenburg 0 to 15° and reverse Trendelenburg 0 to 15°.	
4.10	Must have angle indicator on side rail for trend and reverse trend.	
4.11	Must have central Brakes system accessible from all four corners of the bed.	
4.12	Must have dual sides Manual CPR and electric CPR.	
4.13	Shall have X-ray translucent backrest with cassette holder	
4.14	Shall have Nurse control pendent at foot board.	
4.15	Shall have Auto regress backrest and Auto-contour adjustment facility.	
4.16	Must have One step head board removal for rapid access to the patient's head	
4.17	Four corners crash bumper, Pull-out linen shelf, One handed release split side rail and Total lock castors.	
4.18	Must have 4 positions IV Pole holder	
4.19	Must have battery backup facility for electric functionality.	
4.20	Must have IPX 4 protection and Ground line protection.	
4.21	It must have hook on bed frame on both sides for holding urine/ drainage bag (at least 4 nos.)	
4.22	Dimensions of bed: <ul style="list-style-type: none"> • Overall Length: Approx 220cm • Overall Width: Approx 105cm • Auto regress on backrest: Approx 10cm • Auto regress on leg: Approx 10 cm 	
4.23	Height: Approx.40 - 80cm	
4.24	The working load capacity of unit should be at least 250Kg.	
4.25	Mattress: <ul style="list-style-type: none"> • Shall provide with one, four section mattress of suitable dimensions with washable cover of good quality. The mattress must be made of high density PU foam of 12cm thickness with Anti-Microbial agent incorporated into all components. • Mattress must be fully radiolucent for ease in performing X-rays Pillow: Shall provide suitable pillow with washable cover of good quality	
5	Accessories, spares and consumables	
5.1	All standard accessories, consumables and parts required to operate the equipment, including all standard tools and cleaning and lubrication materials, to be included in the offer. Bidders must specify the quantity of every item included in their offer (including items not specified above).	
6	Operating Environment	

S.N.	Purchaser's Specification	Bidder's Remarks
	ICU Bed with Mattress	
	Name of Bidder	
6.1	The system offered shall be designed to be stored and to operate normally under the conditions of the purchaser's country. The conditions include Power Supply, Climate, Temperature, Humidity, etc.	
6.2	Power supply: 110 – 230V AC, 50Hz, 60VA fitted with appropriate plug type. The power cable must be at least 3 meter in length	
7	Standards and Safety Requirements	
7.1	Must submit ISO13485:2003/AC:2007 for Medical Devices AND	
7.2	CE (93/42 EEC Directives) or USFDA approved product certificate	
8	User Training	
8.1	User and maintenance training should be provided to the hospital personnel at the time of installation	
9	Warranty	
9.1	Comprehensive warranty for 2 years after acceptance.	
10	Maintenance Service During Warranty Period	
10.1	Standard warranty conditions are applicable.	
11	Installation and Commissioning	
11.1	Must supply preassembled unit, ready to use.	
12	Documentation	
12.1	User / instruction manual shall be provided in English.	

Annex-II
Financial Proposal

S.N	Items	Unit	Quantity per unit	Unit Rate with VAT	Total Amount in NRs.
1	Oxygen Concentrator	Set	1		
2	ICU Bed with Mattress	Set	1		

Maximum Delivery Timeline from the date of Purchase Order:

Transportation: Should be free within Kathmandu Valley.