

Terms of Reference (TOR) for Renovation and Reconstruction of Office Space

1. Introduction

Good Neighbors International (GNI) has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

2. Objective of the Service

- To have a better ambience for working to employees.

3. Scope of the Work

Renovation work will be done based on the organization requirements and details of BOQ as mentioned in Annex. Necessary changes will be done in BOQ if any requirement during the work. Detail work plan should be submitted by the service providing companies with this proposal.

4. Expected Deliverables

- Complete renovation work of office space as per BOQ.

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/company/firm's name.
- b. The payment will be made through online system or 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 Providers/Companies/Firms shall be asked for modifications.

7. Management of the Service

The selected Service Providers/Companies/Firms shall be accountable and responsible for complete the assigned task and the deliverable of the expected quality and standard within the stipulated time by April 10th 2024. If any confusion on TOR and work of scope, the concerned service provider can coordinate the logistics department of GNI Nepal.

8. General Qualification of the Service Providers/Companies/Firms

All the Service Providers/Companies/Firms registered under the authorized bodies of Nepal Government and having experience in the related field is eligible to apply for the project. The service providers/companies/firms must have the documents as outlined below:

- a) Service Providers/Companies/Firms must have PAN, Company registration, VAT registration and Tax clearance certificates etc.

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

The application shall contain following documents:

- A. Price quotation with individual item and specification as mentioned in BOQ.
- B. Details of the Service Providers/Companies/Firms
 - a) A copy of Company/Firm registration
 - b) A copy of the Tax clearance certificate (079/080)
 - c) VAT and PAN registration

Interested Service Providers/Companies/Firms are requested to submit the bid in a sealed envelope clearly marked with **“Bid for Renovation and Reconstruction of Office Space”** or e-mail to procurement@gninepal.org by 17:00 hrs. 21 March, 2024 to Good Neighbors International Nepal, Ekantakuna-13, Lalitpur, Nepal. A detail Terms of Reference (TOR) and bidding form including the specification can be downloaded from <https://gninepal.org/work-with-us/notice/>.

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