

## Terms of Reference (TOR) for Printing & Supplying of Training Booklets and Training materials

### 1. Background

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.

GNI Nepal in collaboration with UNFPA is executing a Safe and Enabling Environment for Adolescent Girls and Young Women (SAFE-Girls) Project funded by KOICA. The project aims to ensure the protection of the rights of women and girls and eliminate all harmful practices

### 2. Objective of the service:

To print and supply training booklets and training materials for the organization.

### 3. Scope of the Work

The Training Booklets and materials that we are going to print will be based on the specifications and standards given in Annex I and Annex II. The printing press/supplier/company should clearly mention the validity of the quoted price.

### 4. Expected Deliverables

The deliverables that GNI Nepal expects are as listed below.

1. All training Booklets: 130 copies (each)
2. Spiral Notepad: 3600 pieces
3. Logo printed pen: 3600 pieces
4. Promotional bag with logo print: 130 pieces

**PS.** Interested printing press/supplier/company shall bid for single item or all items.

## 5. Budget and Mode of Payment:

The printing press/company shall submit a financial proposal with a detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the printing press/supplier/company.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the vendor's company account.

## 6. Acceptance of ITB

All rights to accept or reject a proposal, with or without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the service providers shall be asked for modifications.

## 7. Management of the Service

The selected printing press/Supplier/company shall be accountable for the delivery of the expected quality reprinted IECs within the stipulated time and location.

## 8. General Qualification of the Printing press/Suppliers/Company

All the printing press/company registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply with their proposals. The printing press/company with expertise as outlined below:

- a) Printing press/supplier/company should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

## 9. Documents to be Submitted by the Printing press/Supplier/Company

The application shall contain the following documents:

- a) Financial proposal with a detailed breakdown, scale of benefits for different packages as mentioned above, policy draft, and other applicable terms and conditions
- b) Details of the printing press/Supplier/Company
  - A copy of printing press/Supplier/Company registration
  - A copy of Tax clearance certificate (080/081 or Date extension)
  - VAT and PAN registration
- c) Organization profile

Interested printing press/Supplier/companies are requested to submit the bid in a sealed envelope clearly marked with **"ITB for printing and supplying of training booklets and training materials"** by 17:00 Hrs (Nepal Time) **21<sup>st</sup> February 2025** at GNI Nepal Karmachari Sanchaya kosh Bhawan, 5<sup>th</sup> Floor, Lagankhel, Lalitpur Nepal.

GNI Nepal reserves all rights to make the final decision regarding selecting the printing press/company without any obligations.

All employees and consultants must adhere to GNI Nepal's code of conduct, specifically the provisions related to child safeguarding, and Protection from Sexual Exploitation and Abuse (PSEA). Any instances of misconduct will be promptly investigated and addressed following our protocols.

**Annex I**

S. N.	Description / Specification	Required Quantity	Unit Rate with 13% VAT	Total Cost with VAT (NPR)	Total Amount in words	Remarks
<b>A. Rupantaran manual set</b>						
1	<b><u>Adolescent package: Introduction</u></b> Size: A4 Cover Page: 4 pages Printing: Multi colour Paper: 250 GSM art board Lamination: Matt Inside Page: 32 pages Printing: 2 colour (4 pages on multi colour) Paper: 100 GSM matt art paper Binding: Center	130				This is a complete set of Rupantaran Package. Vendor is suggested to print them and pack them in 130 sets. They need to further deliver the products to the address as indicated in the dissemination plan.
2	<b><u>Adolescent package: Module -1</u></b> Size: A4 Cover Page: 4 pages Printing: Multi colour Paper: 250 GSM art board Lamination: Matt Inside Page: 16 pages Printing: 2 colour (4 pages on multi colour) Paper: 100 GSM matt art paper Binding: Center	130				

3	<p><b><u>Adolescent package: Module -2</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 8 pages  Printing: 2 colour (4 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			
4	<p><b><u>Adolescent package: Module - 2</u></b>  <b><u>Material - 1: Diversity- Poster</u></b>  Item: 1  Size: A3  Printing: Multi colour (single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			
5	<p><b><u>Adolescent package: Module -3</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 24 pages  Printing: 2 colour (8 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			

6	<p><b><u>Adolescent package: Module - 3</u></b>  <b><u>Material - 2: Need and want game -card</u></b>  Item: 18  Size: 4x3.6 inch  Printing: Multi colour (single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
7	<p><b><u>Adolescent package: Module - 3</u></b>  <b><u>Material - 3: Rights and Responsibilities - Poster</u></b>  Item: 1  Size: A3  Printing: Multi colour (single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			
8	<p><b><u>Adolescent package: Module -4</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 24 pages  Printing: 2 colour (4 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			

9	<b><u>Adolescent package: Module – 4</u></b> <b><u>Material - 4: Equity and equality- Poster</u></b> Item: 2 Size: A3 Printing: Multi colour (single side) Paper: 200 GSM art board Folding: Single Fold Lamination: Glossy (Both side)	130			
10	<b><u>Adolescent package: Module -5</u></b> Size: A4 Cover Page: 4 pages Printing: Multi colour Paper: 250 GSM art board Lamination: Matt Inside Page: 16 pages Printing: 2 colour (4 pages on multi colour) Paper: 100 GSM matt art paper Binding: Center	130			
11	<b><u>Adolescent package: Module – 5 Material</u></b> <b><u>- 5: Physical changes- Poster</u></b> Item: 1 Size: A3 Printing: Multi colour (single side) Paper: 200 GSM art board Folding: Single Fold Lamination: Glossy (Both side)	130			

12	<p><b>Adolescent package: Module -6</b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 28 pages  Printing: 2 colour (8 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			
13	<p><b>Adolescent package: Module - 6</b>  <b>Material - 6: Why Personal Hygiene?</b>  <b>(Card)</b>  Item: 6  Size: A5  Printing: Multi colour (single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
14	<p><b>Adolescent package: Module - 6</b>  <b>Material - 7: How disease are</b>  <b>transmitted (Card)</b>  Item: 6  Size: A5  Printing: Multi colour (Both side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			

15	<p><b><u>Adolescent package: Module -7</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 20 pages  Printing: 2 colour (8 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			
16	<p><b><u>Adolescent package: Module - 7</u></b>  <b><u>Material - 8: intergenerational malnutrition and nutrition cycle (Card)</u></b>  Item: 10  Size: 5.8x5.8 inch (Die-cut)  Printing: Multi colour (Single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
17	<p><b><u>Adolescent package: Module - 7</u></b>  <b><u>Material - 9: division of food/ harek bar Khana char game (Card)</u></b>  Item: 24  Size: 4x4 inch  Printing: Multi colour (Single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			

18	<p><b><u>Adolescent package: Module -8</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 8 pages  Printing: 2 colour (4 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			
19	<p><b><u>Adolescent package: Module - 8</u></b>  <b><u>Material - 10: Which one is First Aid?</u></b>  <b><u>(poster)</u></b>  Item: 1  Size: A3  Printing: Multi colour (Single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			
20	<p><b><u>Adolescent package: Module -9</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 12 pages  Printing: 2 colour (4 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Center</p>	130			

21	<p><b><u>Adolescent package: Module – 9</u></b>  <b><u>Material - 11: Implementation and Monitoring (poster)</u></b>  Item: 1  Size: A3  Printing: Multi colour (Single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			
22	<p>Adolescent package: Module -10  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 44 pages  Printing: 2 colour (8 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130			
23	<p><b><u>Adolescent package: Module – 10</u></b>  <b><u>Material - 12: Climate and Weather (poster)</u></b>  Item: 2  Size: A3  Printing: Multi colour (Single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			

24	<p><b><u>Adolescent package: Module -11</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 44 pages  Printing: 2 colour (8 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130			
25	<p><b><u>Adolescent package: Module - 11</u></b>  <b><u>Material - 13: family income and expenditure pot (poster)</u></b>  Item: 1 Size: A3  Printing: Multi colour (Single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			
26	<p><b><u>Adolescent package: Module - 11</u></b>  <b><u>Material - 14: how to be a smart saver-game (flyer)</u></b>  Item: 1  Size: A4  Printing: Multi colour (Single side)  Paper: 200 GSM art board  Folding: Single Fold  Lamination: Glossy (Both side)</p>	130			

27	<p><b><u>Adolescent package: Module - 11</u></b>  <b><u>Material - 15A: Identifying best Alternative -game (flyer)</u></b>  Item: 4  Size: A4  Printing: 2 colour (Single side)  Paper: 200 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
28	<p><b><u>Adolescent package: Module - 11</u></b>  <b><u>Material - 15B: One Rupee note dummy</u></b>  Item: 1 (Set of 120 copy)  Size: 5x2.5 inch  Printing: 1 colour (Both side same image print)  Paper: 100 GSM map litho  Folding:  Lamination:</p>	130			
29	<p><b><u>Adolescent package: Module - 12</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 108 pages  Printing: 2 colour (12 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130			

30	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material - 16: Aspiration, dreams and goal (poster)</u></b>  Item:1  Size: 4  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
31	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material - 17: Personal skills and attitude analysis (poster)</u></b>  Item:1  Size:3  Printing: 2 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			
32	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material - 18A: Livelihood option (treasure hunt)-game (card)</u></b>  Item: 20  Size: 5x3.5 inch  Printing: 4 colour (Single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			

33	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material 18B (treasure hunt-game-dummy notes)</u></b>  Item: 3 (Set of 5 copy)  Size: 7.6x3.8 inch  Printing: 2 colour (Both side same image print)  Paper: 100 GSM map litho  Folding:  Lamination:</p>	130			
34	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material - 19: what is enterprise? (poster) Item: 1</u></b>  Size: A4  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
35	<p><b><u>Adolescent package: Module - 12</u></b>  <b><u>Material - 20: Sustainable livelihood (poster)</u></b>  Item:2  Size: 3  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			


36	<p><b><u>Adolescent package: Module - 13</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 134 pages  Printing: 2 colour (24 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130			
37	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 21A: Reproductive organs and their factons (flex poster)</u></b>  Item: 2  Size: 18x24 inch  Printing: Normal flex print with bunting to hang</p>	130			
38	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 21B: flex cut-outs</u></b>  Item: 1  Size: 17x12 inch  Printing: Normal flex print with cut out in 25 pieces as in design</p>	130			
39	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 21C: Reproductive organs and their functions for dummy</u></b>  Item:2  Size:A3  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			

40	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 22: Process of conception chitramala game (card)</u></b>  Item: 8  Size: 5.6x5.6 inch (two holes punching to hang on string)  Printing: 4 colour (Both side same image)  Paper: 300 GSM art board  Lamination: Glossy (Both side)  String: 2 meters</p>	130				
41	<p><b><u>Material - 23: Domestic Sanitary Pad (Dummy)</u></b>  Item: 2 Size: A3  Printing: 1 colour (Single side)  Paper: 250 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130				
42	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 24: Modes of Transmission Memory game (card)</u></b>  Item: 17  Size: 5x5 inch (Di cut)  Printing: 4 colour (Both side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130				

43	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 25: Use of condoms chitramala game (card)</u></b>  Item: 10  Size: 4.5x4.5 inch (two holes punching to hang on string)  Printing: 4 colour (Both side)  Paper: 300 GSM art board  Lamination: Glossy (Both side)  String: 2 meter</p>	130			
44	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 26: What's FP and its importance (poster)</u></b>  Item: 1 Size: A3  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			
45	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 27: Abortion (poster)</u></b>  Item: 1  Size: A4  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			



46	<p><b><u>Adolescent package: Module - 13</u></b>  <b><u>Material - 28: Pregnancy and its sign.</u></b>  <b><u>Early pregnancy and its consequence</u></b>  <b><u>(poster)</u></b></p> <p>Item: 2  Size: A4  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130				
47	<p><b><u>Adolescent package: Module - 14</u></b></p> <p>Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 68 pages  Printing: 2 colour (12 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130				
48	<p><b><u>Adolescent package: Module - 14</u></b>  <b><u>Material - 29: Violence and its type</u></b>  <b><u>(card)</u></b></p> <p>Item: 12  Size: 5.4x5.4 inch  Printing: 4 colour (Single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130				

49	<p><b>Adolescent package: Module - 14</b>  <b>Material - 30: Places where violence occur (card)</b>  Item: 5  Size: 5.8x5.8 inch  Printing: 4 colour (Single side)  Paper: 300 GSM art board  Folding:  Lamination: Glossy (Both side)</p>	130			
50	<p><b>Adolescent package: Module - 14</b>  <b>Material - 31: Good Touch and Bad Touch (poster)</b>  Item: 2  Size: A3  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			
51	<p><b>Adolescent package: Module - 15 (MEDT)</b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 92 pages  Printing: 2 colour (12 pages on multi colour)  Paper: 100 GSM matt art paper  Binding: Perfect</p>	130			

52	<p><b>Adolescent package: Module – 15 (MEDT)</b>  <b>Material - 1: Identification of resources-Eagle (poster)</b>  Item: 1  Size: A3  Printing: 4 colour (Single side)  Paper: 200 GSM art board  Folding: Single  Lamination: Glossy (Both side)</p>	130			
53	<p><b>Back packs</b>  Cloth: Mettie  Clour: Black  Pockets: Four  Finishing: Card holder and zip locks  Pouches  5pcs - 6"x4.3" with velcore lock  2pcs - 8"x4" with velcore lock  Printing  One colour logo printing on bag  Laminated card - Multi colour  4.3"x4.3" in 80GSM map litho  7pcs - stickers (7 different design)  4"x2" with back side gumming in 80 GSM map litho</p>	130			
<b>B. Rupantaran work book for Adolescent Girls and Boys and Parents training manual</b>					

54	<p><b><u>Participant work book- Adolescent package 1-12 (Age group:15-19)</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 118 pages  Printing: 2 colour (28 pages on multi colour)  Paper: 100 GSM map litho paper  Binding: Perfect</p>	130				
55	<p><b><u>Parents training manual</u></b>  Size: A4  Cover Page: 4 pages  Printing: Multi colour  Paper: 250 GSM art board  Lamination: Matt  Inside Page: 144 pages  Printing: 2 colour (28 pages on multi colour)  Paper: 100 GSM map litho paper  Binding: Perfect</p>	130				
	<b>Total Amount in NPR</b>					

## Annex II

S.N.	Item	Brand & Spec.	Unit	Qty	Unit Rate with Vat (NPR)	Amount in words	Remarks
1	<b>Spiral notepad</b>	Size : A5 Cover- 2 pages (front and back) multicolor printing Inside- 50 pages (25 Sheets) Single color printing Cover Paper: 300 gsm Artboard Inside Paper: 100 gsm wood free paper Lamination: Matt Lamination on cover and back cover Binding: Wiro (white)	No.	3600			
2	<b>Dot Pen</b>	Dot pen with organization logo	No.	3600			
Total Amount (NPR)							

**Note:** Please also mention the delivery timeline from the date of PO received in Remarks field.

**Delivery duration after PO confirmation:** .....

**Name of Printing Press/Company:** .....

**Date:**.....

**Contact No:** .....

**Company Stamp**