

Terms of Reference (TOR) for Printing & Supplying of Rupantaran Training workbook

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 rupantaran training workbook for the organization.

3. Scope of the Work

The Training Booklets that we are going to print will be based on the specifications and standards given in Annex I. 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.

- i. Rupantaran training workbook: 3400 copies

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 Rupantaran Training Workbook”** by 17:00 Hrs (Nepal Time) **7th April, 2025** at GNI Nepal Karmachari Sanchaya kosh Bhawan, 5th 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
A. Rupantaran manual set						
1	<u>Participant work book- Adolescent package 1-12</u> <u>(Age group:15-19)</u> 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	3400				
	Total Amount in 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