

Terms of Reference (TOR) for Printing & Supplying of Promotional Materials

1. Background

Good Neighbors International Nepal 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, Good Neighbors International Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

Good Neighbors International 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 supply Promotional Materials for the organization.

3. Scope of the Work

The promotional materials that we are going to procure will be based on the specifications and standards given in Annex 1. The printing press/supplier/company should clearly mention the validity of the quoted price.

4. Expected Deliverables

The deliverables that Good Neighbors International Nepal expects are as listed below.

- i. Promotional materials: 3412 set of each Six items (Annex -I).
- ii. All items must be packed as per the instructions provided by Good Neighbors International Nepal and delivered to the Good Neighbors International Nepal office by 30 March 2026. In case the vendors could not be able to delivery within timeline, Good Neighbors International Nepal deserve to fine or penalty as per policy of Government of Nepal or organization.

Note: Regarding the delivery of promotional materials, Good Neighbors International Nepal may arrange direct dispatch from the selected vendor/supplier's warehouse to the respective districts through a contracted courier or cargo company.

5. **Budget and Mode of Payment:**

The printing press/supplier/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 Good Neighbors International 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 materials within the stipulated time and location.

8. **Bid Security**

- If the Total bid amount exceeds NPR 20,00,000 (in words: Twenty Lakh Rupees) a security bid amounting 5 % should be made through bank Guarantee letter in the name Good Neighbors International with 60 days' validity. No need to submit bid security letter in case of total bid amount less than NPR 20,00,000 (in words: Twenty Lakh Rupees).
- Unsuccessful bidders' bid security will be discharged as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity. The successful bidder's bid security will be discharged after signing the agreement.

9. **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/supplier/company with expertise as outlined below:

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

10. **Documents to be Submitted by the Printing press/Supplier/Company**

The application shall contain the following documents:

- a) **Technical proposal:** Company legal documents and company profile must be in one envelope.
Technical proposal details of the printing press/Supplier/Company
- A copy of printing press/Supplier/Company registration

- VAT registration
- A copy of Tax clearance certificate (081/082 or Valid date extension)
- Audit report (081/082)
- Organization profile if available.

b) **Financial proposal** with a detailed specification must be in one envelope.

Interested printing presses/suppliers/companies are requested to submit their bids in a sealed envelope clearly marked **"ITB for Printing and Supplying of Promotional Materials (Technical and Financial Bids in Separate Envelopes)"** no later than 17:00 hours (Nepal Time) on **4th March 2026** at the following address:

Good Neighbors International Nepal
Karmachari Sanchaya Kosh Bhawan, 5th Floor
Lagankhel, Lalitpur, Nepal.

Good Neighbors International 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 Good Neighbors International 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 protocol.

Annex-I

Bidding form of Promotional materials

S.N.	Name of item	Specification	unit	Quantity	Unit rate with VAT (NPR)	Total Amount with VAT (NPR)	Remarks
1	T-shirts	As per attached file	Pcs	3412			
2	Pens		Pcs	3412			
3	Tote Bags		pcs	3412			
4	Water Bottles 500 ml or		Pcs	3412			
	Water Bottles 600 ml		Pcs	3412			
5	Spiral Dairy		Pcs	3412			
6	Cap		Pcs	3412			

Name of Company:

Date:

Delivery duration After Purchaser Order:

Contact person:

Contact No.:

Validity of quoted price:

Company Stamp: