

Terms of Reference (TOR) for Supplying & Installation of Office Furniture and Appliances/Equipment

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 is implementing the Value Chain Development for Fruits and Vegetables Project II (VCDP-II) in Lumbini Province. The project aims to strengthen the economic resilience of farmers in Lumbini Province.

2. Objective of the service:

To setup of the project office in Butwal procuring office furniture and appliances/equipment as required.

3. Scope of the Work

- The furniture and office equipment to be procured shall be manufactured and supplied in accordance with the specifications and standards specified in **Annex-I**.
- The delivery location for all furniture and office equipment to be procured under this agreement shall be **Butwal, Rupandehi, Lumbini Province, Nepal**.
- The materials may be procured either in bulk or on an item-by-item basis. The firm/company shall clearly specify the validity period of the quoted price.

4. Expected Deliverables

The deliverables that Good Neighbors International Nepal expect are the quality equipment listed below

- Delivery of Furniture and office appliances at (VCDP-II), Project Office Butwal Rupendehi.

5. Budget and Mode of Payment:

The Vendor shall submit bid form with detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- The payment shall be made to the account of the company/firm after successful completion of supply & installation.

- The payment will be made through Account Payee cheque or amount will be directly online deposited in to bank account of the company/firm.

6. Acceptance of furniture and office materials

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

7. Management of the Service:

The selected company/firm shall be accountable for the delivery of the expected quality goods 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 company/firms:

All the private company/firm registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply for the project. The company/firm with expertise as outlined below:

Company/firm should have VAT, Company registration, VAT registration and Tax clearance certificates etc, Certificate of authorized distributor/Reseller if available.

10. Documents to be Submitted by the Company/Firm:

The application shall contain following documents:

- A. Price quotation with individual item and specification with official stamp in each pages of bid documents.
- B. Details of the company/firm
 - A copy of company/firm registration
 - A copy of Tax clearance certificate (081/082).
 - VAT registration
 - Organization profile if available.

Interested and eligible company/firm are requested to **submit the bid via email or hand delivery to Good Neighbors International Nepal Head Office at Karmachari Sanchaya Kosh Bhawan 5th Floor Lagankhel, Lalitpur or VCDP-II Office at Butwal Sub-Metropolitan City-08, Sukhanagar or**

email to eo@gninepal.org clearly marking the subject with **“Bid for Supplying of furniture and appliances/equipment”** by **9th September 2026, 17:00 Hrs (Nepal Time)**. A details Terms of Reference (TOR) and bidding form including the specification of furniture and appliances/equipment can be downloaded at <https://gninepal.org/calls>.

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/logistics Sector.

Good Neighbors International Nepal reserves all rights to make the final decision regarding selecting the company/firm 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