

Terms of Reference (ToR)

INTERIOR DESIGN & RENOVATION OF MEETING HALL AND FRONT DESK

1. General Background

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 19 districts.

GNI Nepal has its Head Office in Lalitpur and had plan to renovate meeting hall and front desk to have a better ambience to conduct meeting of national and international level as well the better front desk for its office.

2. Objective of the service:

- To have a better ambience for national and international conferences.
- To build a better appearance of the front desk for all the stakeholders.

3. Scope of the Work

Executive Meeting hall & reception area interior design and renovation work will be done based on the specification and details of BOQ as mentioned in Annex. Necessary changes will be done in BOQ if any requirement before starting the work. Detail work plan should be submitted by the service providing companies.

4. Expected Deliverables

- Complete interior design and renovation work of executive meeting hall and front desk 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/firm's name.
- b. The payment will be made through 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 provider shall be asked for modifications.

7. Management of the Service:

The selected service provider/firm shall be accountable for the deliverable of the expected quality and standard within the stipulated time.

8. General Qualification of the service provider/firms:

All the private service provider/firm registered under the authorized bodies of Nepal Government and having experience in the related field is eligible to apply for the project. The service provider/firm must have the documents as outlined below:

- Service Provider/firm must have PAN, Company registration, VAT registration and Tax clearance certificates etc.

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

The application shall contain following documents:

- A. Price quotation with individual item and specification as mentioned in BOQ.
- B. Details of the service provider/firm
 - a) A copy of organization/firm registration
 - b) A copy of Tax clearance certificate (076/077)
 - c) VAT and PAN registration
 - d) Company Profile

The Bid document should reach the address below via hand delivery by 17:00, 10th April, 2021. Please, enclose the proposal in an envelope, seal and mark it with **"Bid for Interior Design and Renovation"** and send it to:

Good Neighbors International Nepal
Ekantakuna-13, Lalitpur
Kathmandu, Nepal

Annex
Bill of Quantities

S.N	Description of Works	Unit	Quantity	Rate	Amount (NRS)	Remarks
1	Dismantling Works					
1.1	Dismantling of Existing Furniture and Cleaning, existing wiring and all other electrical accessories, unused partitions, walls, etc. as required at site as per instruction. (Not exceeding 3 man-days of work)	L.S	1.00			
2	Meeting Room Table					
2.1	Meeting Room table with the size of 16 ft x 6 ft x 30 Inches All complete. Using glossy merino 0.8 mm laminates or equivalent or Safari or equivalent B- grade 18 mm ply board. The final finishing would be straight edges. Also including Powers socket inlaid on table top (3 units in 4 places) . (the table will be dismountable into 4 Pieces for easy transportation)	L.S	1.00			
2.2	Meeting Chairs (revolving, net type)	No.	16			
3	Wooden Paneling Works					
3.1	Paneling on Meeting Room windows (Backing with 12 mm Ply board below 1" wooden frame layer followed by 12mm ply board on the front and finishing with 19 mm ply board and 0.8 mm mm Formica finish. (12mm board + 1" frame + 12mm board + 19mm Board + 0.8 mm laminates))	Sq. ft	112.00			
3.2	Wooden Paneling on Meeting Room Ceiling. (1" frame + 12 mm ply board + 19 mm ply board groove + 08mm merino laminate finish) or equivalent.	Sq. Ft.	154.00			
3.3	Closing meeting door with appropriate thickness cement board and making it in line with existing walls by scrapping off plaster along the edges and replastering it which can be painted later.	Sq. ft	21.00			
3.4	Aluminum partition dismantling work	Sq. ft.	34			
3.5	Aluminum partition installation work	Sq. ft.	43			
4	Reception Counter Area					
4.1	Reception Counter table 4.5 ft x 1 ft wide x ht 3.5 ' including cnc logo on the front, merion 0.8 mm laminate finish	Sq. ft	21.00			Details will be provided before construction

4.2	Toughened glass partition on Reception Areas as displayed in picture all complete	Sq. Ft.	9.00			
4.3	Reception Table Refurbishment. (Removing old ply board and installing new ply board and finishing with laminate	L.S	1.00			
4.4	Reception area side table with drawers (5 ft x 30 inches)	Sq. ft	12.50			Details will be provided before construction start
4.5	Simple ply board with paint finish on the back side of reception counter as displayed in picture	Sq. ft	40.00			
5	Painting Works					
5.1	Painting Works in meeting room walls as shown in picture. (Combination of Green & White)	Sq. ft	600.00			
5.2	Painting Works in Reception room walls As shown in picture	Sq. Ft.	320.00			
6	Electrical Works					
6.1	Rope lighting in the false ceiling and false wall as displayed in the picture including all wiring. (Locally Available Rope light-wattage required as per designer's decision)	R. ft	44.00			
6.2	Recessed Ceiling light on meeting room ceiling panels inclusive of all wiring	Nos.	8.00			
6.3	Power Sockets in Wall Panel	Nos.	4.00			
6.4	Led Focus light in the Reception Ceiling (8 watt) or equivalent including all fittings all complete (UNI Expert Led Lighting, model UD095, Power 7 watt, color 3000k PF> 0.95) or equivalent	Nos.	5.00			
6.5	Enamel Paint on all 4 doors (visible in the reception areas- white)	Sq. ft.	84.00			
7.	Installation charge of Television	No.	1			
8.	Installation charge of Projector	No.	1			
9.	Installation charge of motorized electronic projector screen	No.	1			
10.	Installation of audio visual conference set (one camera and speaker)	Set	1			
	TOTAL					
	13% VAT					
	GRAND TOTAL					

Amount in Words: