

Terms of Reference (ToR)

SUPPLY OF JACKET FOR GNI NEPAL

1. **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 had plan to procure the jackets and windcheater as promotional materials which will have the office logo and used by its staffs and other stakeholders.

2. **Objective of the service:**

- To procure the jackets for its staff & stakeholders as a promotional material.

3. **Scope of the Work**

The jackets that will be procured based upon the specification and standard is at the Annex. The jackets will be procured in bulk & the firms/company should clearly mention the validity of the quoted price.

4. **Expected Deliverables**

The deliverables that GNI Nepal expect are the quality jackets as listed below:

- Double Layer Outerwear (Jackets)- 130 pcs
- Single Layer windcheater- 450 pcs

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 Supply of Jacket”** and send it to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur
Kathmandu, Nepal

ANNEX I:
Specification for the GNI Outerwear
(Please quote for both)

Spec 1: Double Layer

Product Specification GNI Outerwear

Color **Dark Blue preferred**
Size **S, M, L, XL, XXL**
Fabric **Polyester/Rubberized**
Pattern **Plain**
Sleeve Type **Full Sleeve**

Product Specification GNI Outerwear's inner portion.

Color **Black/Blue**
Size **S, M, L, XL, XXL**
Fabric **Fleece**
Pattern **Plain**
Sleeve Type **Full Sleeve**



Note: The vendors should submit the bid along with the sample. The bid without sample will not be entertained for further process. The samples should reflect the same quality as specified in the bid. GNI Nepal is responsible to return back the submitted samples after the completion of the procurement process. The above photo is for reference only.

Spec 2: Single Layer windcheater

Product Specification of Outerwear (Windcheater)

Color **Dark Blue preferred**

Size **S, M, L, XL, XXL**

Fabric **Polyester/Rubberized (wind/dust and water proof with inner stitch)**

Pattern **Plain**

Sleeve Type **Full Sleeve**



Note: The vendors should submit the bid along with the sample. The bid without sample will not be entertained for further process. The samples should reflect the same quality as specified in the bid. GNI Nepal is responsible to return back the submitted samples after the completion of the procurement process. The above photo is for reference only.

Annex II

Financial proposal/Bidding Form

S.N.	Specification of the Items	Qty.	Unit Rate with VAT	Total Amount in NRs.
1	Outerwear (Double Layer Jacket)	130 pcs		
2	Outerwear (Single Layer Jacket)	450 pcs		
Grand Total Amount				

Delivery duration after PO signed:

Name of Company:

Name of Authorized Person:

Date:

Contact No:

Company Stamp: