

# Terms of Reference (ToR)

## Procuring Goods and Services

### 1. Background

Karnali Integrated Rural Development and Research Centre (KIRDARC Nepal) is a Nepali Non-governmental National Organization, registered at District Administration Office, Jumla in 1999, and operating in 15 districts of Karnali, Lumbini, and the far western province of Nepal. It is affiliated with the Social Welfare Council, the regulatory body of the Government of Nepal.

KIRDAC implements Community Development project in Mugu district with the financial support of Good Neighbors International Nepal. The project has a plan to establish essential oil and vegetable oil processing facilities in Mugu district. Therefore, the TOR is float to purchase a "Cold press oil machine". The machine shall be handy and easy to transport to Mugu district.

### 2. Scope of work

- Supply of Cold Press Oil Machine with the following technical specification

Required technical specification

Press Type and Method	Cold Press Method
Certification	ISO must Additional international certification preferred
Built type	stainless steel
Motor Power	1.5 KW
Power Supply	220-240 volt/1-phase
Energy Consumption	400-850 Watt/h
Gearbox	Helical gear shaft
Thermostat	600 Watt or less
Weight	Less than 100 kg
Hourly Capacity	1 to 50 kg/h
Application Areas	Essential oil, vegetable oil, Seed oil

### 3. Delivery Location

KIRDAC, Coordination office, Sanepa, Lalitpur

### 4. Budget & Mode of Payment

- a. The payment shall be made to the account of the company/firm
- b. The payment will be made through an Account Payee cheque.

### 5. Acceptance of EOI

All rights to accept or reject a proposal, without giving any reasons, shall be reserved with **KIRDAC**.

If deemed necessary, the suppliers/service companies shall be asked for modifications.

## **6. General Qualification of the company/firm**

A business firm registered under the authorized agency of the government of Nepal that has the proven experience in the related field is eligible to apply for the project.

Company/firm should have PAN, Company registration, VAT registration, and Tax clearance certificates, etc

## **7. Termination of the Contract**

KIRDAC may terminate the agreement if the company/firm commits a breach in the performance or observance of any of its obligations under this ToR. Company/firm shall be notified in writing seven days before the termination of the agreement.

## **8. Documents to be submitted by the Company/Firm**

The application shall contain the following documents:

- A. Price quotation with individual item and specification (Annex 1). A catalog with detailed specifications shall be included.
  - a) A copy of the company/firm registration
  - b) A copy of Tax clearance certificate (latest)
  - c) VAT and PAN registration

An authorized company/firm can submit a quotation for one or multiple products. Interested companies/firms must submit a quotation as per Annex 1 in a sealed envelope marked with "**EOI for COLD PRESS OIL MACHINE**" by 17:00 hrs. 15 March 2021 to any of the following addresses.

1. Karnali Integrated Rural Development & Research Center (KIRDAC)  
Coordination Office  
Sanepa, Lalitpur

Or

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

**Annex 1: Submission of quotation for Cold Press Oil Machine**

**Name of the firm:**

**Address:**

<b>SN</b>	<b>Name of the machine/equipment with company and brand</b>	<b>Technical Specification including warranty/guaranty</b>	<b>Rate (NRs.) Number and words</b>	<b>Remarks</b>
<b>1</b>				
<b>2</b>				

**Name of the authorized person:**

**Signature:**

**Official Seal**

**Date:**