

Terms of Reference (ToR)

Supplying Logistic Materials

Terms of Reference for the Procurement of Prizes/Awards	
Project Title	Community Development Project
Location	Kathmandu, Lalitpur, Kaski, Myagdi, Parbat, Gorkha, Kailali, Bardiya, Mugu, Humla, Doti, Darchula, Bajura
Name of the company/firm	External company/firm/supplier
Deadline of EOI/Tender submission	September 17, 2018

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 20 districts.

2. Objective of the service

- a. To procure the Logistic support materials

3. Scope of the Work

The logistic support materials that we are going to procure will be based upon the specification and standard given in the annex. The materials will either be **procured in bulk or in item basis**. Quoted rate will be valid till the 31st of December, 2018. In addition, the bidder/supplier can either bid for all the items or certain items.

4. Technical Specification

Technical Specification is given in the Specification and bidding form.

5. Expected Deliverables

The deliverables that GNI Nepal expects the quality award materials. The prizes will be awarded for the winners of the different Extra Curricular Activities to be organized in the schools.

S.N	Particular	Quantity	Remarks
1.	Bag	250	Company/firm should submit the sample materials of each item while submitting ITB
2.	Jacket	150	
3.	T-shirt	125	
4.	Cap	250	
5.	First Aid Kit	435	

6. Budget and Mode of Payment

The company/firm/supplier shall submit budget sheet with detailed breakdown including applicable taxes at the time of bid submission.

- a. The payment will be made to the account of the company/firm/supplier.
- b. The payment will be made through Account Payee Cheque.

7. Acceptance of ITB

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

8. Management of the Service

The selected company/firm/supplier shall manage the assessment and be accountable for the timely delivery of the expected quality service.

9. General Qualification of the company/firms:

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

- a) Company/firm/supplier should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

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

The application shall contain following documents

- A. ITB form with the Price/cost for individual item and specification
- B. The company name/brand can be written by the bidder
- C. Details of the company/firm/supplier
 - a) A copy of company/firm registration
 - b) Organization profile
 - c) A copy of Tax clearance certificate(latest)
 - d) VAT and PAN registration
 - e) Audit Report (latest)

11. How to submit the Bid?

Authorized company/firm/supplier can submit Bid for all or particular materials. Interested company/firm/supplier must submit the bid in a sealed envelope clearly marked with "**Bid for Supplying Materials for Logistic Support**" by September 17, 2018, 17 hrs. (Local Time) to

Good Neighbors International, Nepal

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal

Technical Specification and Bidding Form

Date: _____

Name of company/firm/organization: _____

Address: _____

Phone: _____ Email: _____

SN	Particular	Specification	Brand	Unit cost excluding VAT	Unit cost Including VAT	Remarks
1	Bag	Laptop bag Colour: Black Colth: Soft codura 8 no. Zipper: heavy puller and slider, Pocket: front pocket, inside laptop case Inner fabric: heavy quality side net and elastic best quality stitching quality and heavy Bag size: 18X14x4 Front Pocket size: :16x12x2, Print: Yes Warranty: one-year				
2	Jacket	Cloth: Gore-Tex Colour: Multiple Zipper: Excellent quality (both side) Print: Yes Size: S, M, L and XL Air and water proof				
3	T-shirt	Imported Cloth: PC Colour: Different (Blue,				

		Grey, Olive Green etc.) Size: S, M, L, XL and XXL Print: Yes				
4	Cap	Imported Cloth: Canvas jeans, Inner boarding Colour: Different (Sky Blue, Grey, etc.) Size: Different Print: Yes				
5	First Aid Kit	1. First Aid Kit Box : Size L=10/12 inches H= 6 inches W= 6 inches plastic made Different partition into the box having a carrying handle 2. Medicine (Given below)				

Medicine for First Aid Kit

S.N.	Medicine/Equipment	Unit	Quantity
1	Paracetamol Tab.	Stripe	
2	Metronidazole Tab.	Stripe	
3	Betadin Liquid[500 ml]	ph	
4	Handplast [100 pc]	pkt	
5	Cotton Roll	roll	
6	Pain relief spray	ph	
7	ORS packet	pkt	
8	Gauge Bandage	pkt	
9	Creep Bandage [5 pc]	pc	
10	Cetirizene Tab.	Stripe	
11	Clove Oil	ph	
12	Nowax eardrop	ph	
13	Ciprofloxacin Eye drop	ph	

Checklist for Required Documents	Yes ()	No ()
A copy of company/firm registration		
Organization profile		
A copy of Tax clearance certificate(latest)		
VAT /PAN registration		
Audit Report (latest)		
Statements and documents, if any, acknowledging the individual and/or company's capability for carrying out the similar kind of services		