

Terms of Reference (ToR) for Supplying Medical Equipment & Furniture and Office Furniture

Project Title	Health System Recovery Project, Nuwakot
Type of service	Supply of Medical Equipment & Furniture and Office Furniture
Location	District (Trishuli) Hospital, Nuwakot
Name of the company/firm	External company/firm/supplier
Deadline of ITB submission	June 07, 2019
Anticipated completion of project	April 30, 2020

1. General Background

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 20 districts.

2. Project Description and Rationale

Good Neighbors International with funding from the Korea International Cooperation Agency (KOICA) is implementing Health System Recovery Project (HSRP) in Nuwakot District since December 2015 with an objective of improving the health status and psychosocial well-being of community members through post-disaster recovery. HSRP covers former 2 municipalities and 5 rural municipalities. The Health System Recovery Project aims:

- a. To improve Maternal and Child Health (MCH) status in target communities
- b. To improve services of Adolescent Sexual and Reproductive Health (ASRH)
- c. To improve students, psycho-social status
- d. To improve Health Facility with Functional Equipment

One of the main objectives of HSRP project is to make functional health facilities equipped with necessary medical equipment and furniture. KOICA is constructing 10 health posts and a district hospital in Nuwakot district. The role of GNI Nepal is to supply all the necessary medical equipment and furniture to those Health Posts and hospital constructed by KOICA.

3. Support of Medical Equipment & Furniture and Office Furniture

Most of the health facilities in Nuwakot district were destroyed by the 2015 earthquake. HSRP has been working to re-vitalize services at health facilities. Additionally, Nepal government plans to provide basic maternity services including delivery services by establishing birthing centres at each health posts. Therefore, this Project is committed to supplying medical equipment and furniture as per the government standard.

4. Scope of the Work

Under this assignment, complete furniture and equipment will be placed in newly constructed District (Trishuli) Hospital immediately after buildings construction is complete. In this phase, District (Trishuli) Hospital will be supported with Medical Equipment & Furniture and Office Furniture.

A bidder can submit the bid either for ALL or MULTIPLE or A SINGLE ITEM of the medical equipment, furniture or office furniture.

5. Quantity and Specification of Supply Items

The list of medical equipment and furniture along with their specification and quantity is mentioned in **Annex I** and list of office furniture along with their specification and quantity is **Annex II**.

However, the supplier can propose furniture and equipment with different specification if applicable.

6. Expected Deliverables

Followings deliverables are the expected from the supplier;

- Supply of Medical Equipment & Furniture and Office Furniture as per the specification.
- Transportation of commodities in good condition to District (Trishuli) Hospital in Nuwakot.
- Proper installation of Medical Equipment & Furniture and Office Furniture in hospital
- Orientation on operating/handling procedure and safety measures to concerned staffs.
- Maintenance or replacement of the Medical Equipment & Furniture and Office Furniture, in case of problems after sales service.

7. Project Description and Rationale

After the signing of the agreement, it is expected that the delivery, installation and orientation should be executed within 90 days from receiving the purchase order. GNI Nepal can send PO for a single or multiple equipment. The whole project shall be completed by 30 April 2020.

8. Budget and Payment Procedure

The supplier/firm should submit a complete budget with detailed breakdown including applicable taxes at the time of submission of **ITB**. Supplier/firm official stamp and authorized person's signatures must be in all the pages of bidding form. The bid submission form is given in the **Annex-III and Annex IV**. The budget covers the price of the commodity, transportation cost, cost of installation of equipment/furniture and orientation to concerned staffs and any other applicable costs. The warranty/guarantee of each equipment & furniture shall be clearly mentioned in bid submission form.

The supplier/firm shall bear all the tariffs, duties and applicable taxes or charges levied at any stage during the execution of the work. Any loss and/or damage of supplied commodity during packaging, transportation, and installation will be the responsibility of supplier/firm, no compensation will be provided by GNI regarding this loss/damage.

Mode of Payment

The payment shall be made in instalment basis.

1. **1st Instalment:** 30% amount within 7 working days of PO submission
2. **2nd Instalment:** 40% After the delivery of materials
3. **3rd Instalment:** 20% after installation and orientation to concern staffs
4. **4th instalment :** 10 % - after verification from stakeholder

9. Acceptance of Proposal

All rights to accept or reject the proposal without giving any notice and reason shall be reserved with GNI Nepal. If deemed necessary, the firm/supplier shall be asked for modification and presentation of the proposal before approval.

10. Management of the Supply

The selected supplier/firm will be responsible to supply the commodity and be accountable for the timely delivery of the expected quality and quantity of commodities.

11. Bid Security

- The bidder shall furnish, as part of its bid, a bid security amounting 1% of total the bid amount should be made through bank guarantee letter in the name Good Neighbors International with 60 days' validity.
- 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 has bid security will be discharged after signing the agreement.

The bid security may be forfeited:

- (a) If the Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form; or
- (b) In the case of a successful Bidder, if the Bidder fails to sign the contract.

12. Late Bids

Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser, will be declared "Late" or "Rejected" and returned unopened to the Bidder.

13. Modification and Withdrawal of Bids

The Bidder is not allowed to modify or withdraw its Bid after the Bid's submission.

14. Responsibilities

a. Supplier/firm

The supplier/firm will be responsible to accomplish the task outlined by this ToR and ensure the delivery of commodities stated above within the agreed budget and timeline.

b. GNI Nepal

- GNI Nepal guided by its policies and practices will assist the supplier/firm to achieve the objective of this ToR.
- Make physical verification and approve each equipment/ furniture by a person assigned by GNI before and after dispatching of commodities.

15. Termination of the Contract

GNI Nepal will terminate the contract if the supplier/firm commits a breach in the performance or observance of its obligation under this ToR. The supplier/firm shall be notified in writing a week prior to the termination of the agreement.

Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the supplier/firm shall not disclose to any person or otherwise make use of any confidential information which the Supplier/Firm has obtained or may obtain in the course of the work relating to GNI Nepal and other stakeholders.

16. Documents to be Submitted

The bid shall contain following documents:

- A. Detailed financial proposal [**Bid Submission Form**] the proposal should include the price of commodities (including tax), transportation cost, installation cost, and any other applicable costs. Prices of commodities can be quoted for different qualities/standard of the same item mentioning specifications of each quality.

A complete list of proposed commodities with their clear photographs (colored)/ catalogue should be included with the bid.

- B. In addition, the bidder shall submit the following documents.
- a. Copy of Supplier/Firm registration
 - b. Profile of firm with relevant experiences
 - c. A copy of Tax clearance certificate
 - d. VAT/ PAN registration
 - e. Audit report
 - f. Any other relevant documents

17. How to Submit the Bid

The EOI should reach the address below via courier or hand delivery by **17:00 hrs. June 07, 2019**. Please, enclose the bid in an envelope, do seal and mark it with **“ITB for Supplying Medical Equipment & Furniture and Office Furniture”**.

And send to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur

GPO Box 8975, EPC 1605

Kathmandu, Nepal

or

Health System Recovery Project (HSRP)

Bidur Municipality 04Nuwakot.

Procedures for the submission of the bid and for further clarification on the TOR, queries can be directed to procurement@gninepal.org

ITB Notice

First published date: May 18, 2019 [जेठ ०४, २०७६]

Nagariknews Daily Newspaper

**Good Neighbors**
International

**Invitation To Bid (ITB) for
Supplying Medical Equipment
Furniture and Office Furniture**

Good Neighbors International (GNI) Nepal is an international non-governmental organization working in Nepal since 2002 with the objective of improving the lives of people, especially children through education, income generating activities, health services, WASH, advocacy, network building and disaster risk reduction. GNI Nepal has been implementing its activities in 20 districts.

GNI Nepal is implementing Health System Recovery Project (HSRP) in Nuwakot District. HSRP plans to provide medical equipment & furniture and office furniture to Trishuli District Hospital, Nuwakot.

GNI Nepal invites invitation of bid (ITB) from interested registered firms/suppliers.

Procedures for the submission of ITB:

Interested firms/suppliers must submit the Bid in a sealed envelope clearly marked with "ITB for Supplying Medical Equipment and Furniture," and "ITB for Supplying Office Furniture," by 17:00 hrs. 7th June, 2018 to: Good Neighbors International Nepal, Ekantakuna-13, Lalitpur, GPO Box 8975, EPC 1605, Kathmandu, Nepal or Health System Recovery Project, Bidur -4, Nuwakot.

A detailed Terms of Reference (ToR) can be downloaded at <http://gninepal.org/who-we-are/notice/>

Telephonic enquiry including any attempts to influence the procurement process may lead to automatic disqualification.

GNI Nepal reserves the right to make the final decision regarding selection of the service provider.

मिति सच्चाइएको बारे

मिति २०७६।०२।०४ गते
प्रकाशित गुड नेवर्स
इन्टरनेशनल नेपालको
"Invitation To Bid for
Supplying Medical
Equipment Furniture and
Office Furniture" सम्बन्धी
सूचनामा ITB submission
dead line - 7th June 2019
हुनुपर्नेमा 7th June 2018
भएको हुँदा भूल सुधारको
लागि यो सूचना प्रकाशित
गरिएको छ ।

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