

Terms of Reference (ToR)

Supply of Furniture and Office Materials

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.

2. **Objective of the service:**

1. To procure the furniture and office materials required for the MHM KOICA Project Office, Badimalika Municipality-8, Martadi, Bajura.

3. **Scope of the Work**

The furniture and office materials that we are going to procure will be based upon the specification and standard given in the annex. **Delivery location for the furniture and office materials that we are going to procure is Badimalika Municipality, Ward No. 8, Martadi, Bajura.** The materials will either be procured in bulk or in item basis. The firms/company should clearly mention the validity of the quoted price.

4. **Expected Deliverables**

The deliverables that GNI Nepal expect are the quality equipment listed below

1. Delivery of Furniture and office materials at MHM KOICA Project Office, Badimalika-8, Martadi, Bajura.

5. Budget and Mode of Payment:

The Vendor shall submit bid form with detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the company/firm.
- b. The payment will be made through Account Payee cheque or amount will be directly deposited in to bank account of the company/firm.

6. Acceptance of furniture and office materials

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

7. Management of the Service:

The selected company/firm shall be accountable for the delivery of the expected quality goods within the stipulated time and location.

8. General Qualification of the company/firms:

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

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

9. Documents to be Submitted by the Company/Firm:

The application shall contain following documents:

- A. Price quotation with individual item and specification
- B. Details of the company/firm
 - a) A copy of company/firm registration
 - b) Organization profile
 - c) A copy of Tax clearance certificate (076/077)
 - d) VAT and PAN registration

Interested and eligible firms/suppliers are requested to submit the bid via courier/hand delivery to Good Neighbors International Nepal Head Office at Ekantakuna, Lalitpur or MHM KOICA Project Office at Badimalika Municipality-8, Martadi, Bajura or email to info.mhm@gninepal.org clearly marking the subject with **“Bid for Supplying of Furniture and Office Materials”** by 24th January, 2021, 17:00 Hrs (Nepal Time). Email bid document must be password protected. The password will be requested prior to the bid opening date. A details Terms of Reference (TOR) and bidding form including the specification of furniture and office materials can be downloaded at <http://gninepal.org/who-we-are/notice/>.

ANNEX I: Bidding Form

Name of Suppliers :	
Supplier's Address :	
Phone Number :	
Email :	

S.N.	Item Name	Materials	Specification	Size	Brand Name	Unit	Quantity	Unit Rate (with VAT)	Total Amount (with VAT)	Remarks
1	Office Table with Rack	Wooden	Width: 2 fit, 4 inch, Length: 3 Fit, 6 inch	Width: 2 fit, 4 inch, Length: 3 Fit, 6 inch		Number	7			
2	Revolving Chair	Readymade	Ready made with metal base and wheel			Number	8			
3	Steel Cupboard	Steel	Steel, 26 gauge	Height: 5.5 fit, Width: 3 fit		Number	3			
4	Rack	Steel	Steel with 3 Layer (Height of each layer should be minimum 16 inch)	Height: 5 fit, Width: 3 fit		Number	5			
5	File tray for office table	Readymade	Metal with 3 layers			Number	6			
6	Sofa (3 sitters)	Readymade	Wooden with luxury			Number	3			
7	Soft Board	Wooden		Width: 2 fit and Length: 3 Fit, 6 inch		Number	6			

8	Soft Board	Wooden		Width: 3 fit and Length: 4 Fit		Number	1			
9	White Board	Wooden	High quality	Width: 2 fit, 6 inch & Length: 3 fit,		Meter	2			
10	Curtain with hanger and plastic rod set	Cotton Clothe	Cotton with high quality	Minimum Height: 2 meter and Minimum Length: 2 meter		Set	10			
11	Carpet	Readymade	Fabrica Nepali Carpet, Brown Color			Meter	55			
12	PVC Carpet	Readymade	PVC High Quality			Meter	16			
13	Door-met	Readymade	Fabrica			Number	7			
14	Transportation Cost with VAT		Transportation cost up to Badimalika Municipality-8, Martadi, Bajura			Times	1			
Total with VAT										

Total Amount in Words:

Quotation Submitted By:

Name:		Supplier Stamp
Signature:		
Date:		