

## Terms of Reference (TOR) for Supplying and Fixing Flooring

### 1. Background

Good Neighbors International (GNI) has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

### 2. Objective of the service:

To supply and fix the carpets or parquet for the organization.

### 3. Scope of the Work

The required carpet/parquet that we are going to purchase will be based on the specifications and standards given in Annex I. The related suppliers should clearly mention the validity of the quoted price in bidding form.

### 4. Expected Deliverables

The deliverables that GNI Nepal expects are as listed below.

- i. Carpets: 160 meters **or**
- ii. Parqueting: 3100 Sq.ft.

### 5. Budget and Mode of Payment:

The supplier/company shall submit a financial proposal with a detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the supplier/company.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the vendor's company account.

### 6. Acceptance of ITB

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

## 7. Management of the Service

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

## 8. General Qualification of the Supplier/Company

All the suppliers/company registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply with their proposals. The supplier/company with expertise as outlined below:

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

## 9. Documents to be Submitted by the Supplier/Company

The application shall contain following documents:

- a) Financial proposal with a detailed breakdown, scale of benefits for different packages as mentioned above, policy draft, and other applicable terms and conditions
- b) Details of the supplier/company
  - A copy of Supplier/company registration
  - A copy of Tax clearance certificate (079/080 or time extension)
  - VAT and PAN registration
- c) Organization profile

Interested Supplier/Company are requested to submit the bid in a sealed envelope or email to [procurement@gninepal.org](mailto:procurement@gninepal.org) clearly marked with **"ITB for Supplying and Fixing Flooring"** by 17:00 Hrs (Nepal Time) **19<sup>th</sup> September 2023** at GNI Nepal, Ekantakuna, Lalitpur Nepal. For Electronic (email) submission, financial proposal shall be submitted in PDF format protected with a password. The password shall be sent via email only upon request from procurement/logistics dept.

GNI Nepal reserves all rights to make the final decision regarding selecting the supplier/company without any obligations.

**Annex-I**  
**Goods/Materials Specification**

<b>S.N.</b>	<b>Item</b>	<b>General Specification</b>
<b>1.</b>	<b>Flooring Carpet</b>	PVC, 2 MM Glass Fiber Calio,
<b>2.</b>	<b>Flooring Parqueting</b>	Laminated flooring 8 MM (Natus or Equivalent)

**Annex II**  
**Financial Proposal/Bidding Form**

S.N.	Item	Brand & Spec.	Unit	Barnd Name	Qty.	Unit Rate with Vat	Remarks
1	<b>Carpet including fitting</b>	As mentioned on Annex-I	Meter		160		
2	<b>Parqueting including fitting</b>	As Mentioned on Annex-I	Sq. Ft.		3100		

**Delivery duration after Purchase Order Confirmation:**

**Name of Supplier/Company:**

**Date:**

**Contact No:**

**Company Stamp**