

Terms of Reference (TOR) for Supplying Bags

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 the Bags (Backpack) for the organization.

3. Scope of the Work

The required bags 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.

- a. Bag: 300 pieces

5. Budget and Mode of Payment:

The supplier/manufacturer /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/manufacturer /company name.
- 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 suppliers shall be asked for modifications.

7. Management of the Service

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

8. General Qualification of the Supplier/Manufacturer/Company

All the supplier/manufacturer /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/manufacturer /company should have Company registration, VAT/PAN registration and Tax clearance certificates etc.

9. Documents to be Submitted by the Supplier/Manufacturer/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/manufacturer /company
 - A copy of supplier/manufacturer /company registration
 - A copy of Tax clearance certificate (079/080 or time extension)
 - VAT and PAN registration
- c) Organization profile

Interested Supplier/Manufacturer /Company are requested to submit the bid in a sealed envelope clearly marked with **“ITB for Supplying Bag (Backpack)”** by 17:00 Hrs (Nepal Time) **15th September 2023** at GNI Nepal, Ekantakuna, Lalitpur along with Bag (Backpack) sample.

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

Annex-I

Goods/Materials Specification

S.N.	Item	General Specification
1.	Bag (Backpack)	<ul style="list-style-type: none"> • Separate, padded notebook compartment fits most notebooks with 17" screens • Main compartment for file storage includes soft organizational shelf • Extra file and accessory storage throughout the backpack • Side water bottle pocket and side pocket lined with protective material. • Durable and easily running zippers • Water proof fabric with separate rain cover. • Additional inner laptop case. • Single color organization logo print (Embroidery for Nepali Manufacturer and Screen Print readymade) • Sample of Bag (Backpack)

Annex II
Financial Proposal/Bidding Form

S.N.	Item	Brand & Spec.	Unit	Barnd Name	Qty.	Unit Rate with Vat	Remarks
1	Bag (Backpack)	As mentioned on Annex-I	Nos.		300		

Delivery duration after Purchase Order Confirmationtr:

Name of Supplier/Manufacturer/Company:

Date:

Contact No:

Company Stamp