



## Invitation to Tender



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## Invitation to Tender for Stationery Supply

<b>Main Facts Table</b>	
Request for Proposal (RFP) Reference	ERO-007-024/25
RFP launch date	14 August 2024
<b>Deadline for submission of offers</b>	03 September 2024

<b>Organization Information</b>		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		

## 1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

### About the commissioning office

Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities to access their rights to Early Childhood Development, Child Protection, Inclusive Quality Education, Vocational Skills, Girls' Empowerment and Sexual Reproductive and Health Rights (SRHR), Water Sanitation and Hygiene, and Disaster Risk Reduction. Currently, Plan International Nepal's programs are implementing 23 districts through our local implementing partners. Plan recently launched New Country Strategy which aims at reaching 700,000 girls, adolescents, and young women directly and 1.5 million indirectly.

Read more about Plan International Nepal country strategy 2023 to 2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

## 2. Summary of the Requirement

Plan International Nepal has been working in Nepal since 1978 together with local implementing partners to implement a wide range of development projects. It has over 140 staff members who implement these projects in various areas.

To support its projects and office operations, Plan International Nepal requires various stationery items at its country office to ensure smooth day-to-day activities. Therefore, Plan International Nepal, East Regional Office, invites sealed bids from interested suppliers to supply stationery items as per the requirements mentioned in [Annex-1](#).

The scope of this process is to supply stationery and office supplies on a timely basis to the Plan International Nepal East Regional Office upon the placement of orders.

## 3. ITT Overview and Instructions

### 3.1 Overview

Plan International are inviting interested parties / suppliers to submit a **[bid]** as part of a competitive process for **[Supply of Stationery Items]**, Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

### 3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. **Further details can be found in section 9 of this ITT document, 'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **Ref No:** ERO 007 -024/25 - **Supply of Stationery Items**
- **Annex-1** Price Quotation for Stationery Items
- **Annex-2.** Quality evaluation + Gender Responsive -Evidence base information:
- **Annex-3.** Non-Staff Code of Conduct – Download , Sign and stamp.

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; No electronic submission is entertained and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

Plan International Nepal  
East Regional Office  
Janakpurdham-4, Bisahara chowk,  
Dhanusha, Nepal  
[Tel:- 041- 590050](tel:041-590050)

The offer and all correspondence and documents related to the tender must be written in **[English Languages]**

**Each Tenderer or member of consortium or sub-contractor may submit only one offer.**

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [NepalERO.Procurement@plan-international.org](mailto:NepalERO.Procurement@plan-international.org) and must include the ITT reference number as below in the envelop as well as while seeking clarification

Ref No: ERO 007-024/025 **Supply of Stationery Items**

### 3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	14 August , 2024

Deadline for supplier to ask questions if any for further clarification about tender documents and requirements

On or before 20 August , 2024 by 5.00PM

Deadline for Plan to respond on questions

On or before 23 August 2024 by 5.00PM

Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)

On or before 03 September 2024 by 4.00PM

**Note: Late submission of offers than the prescribed date and time will not be accepted and will return back immediately.**

### 3.4 Pricing

For quoting price, bidders are required to complete **Annex 1 – Pricing Quotation of Stationery items**. All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period **can be extended for extra two years** upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

## 4. Specification and Scope of Requirement

Please refer to '**Annex 1** for full details of the requirement.

## 5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in '**Annex-2** and any other requested documentation, will be used to evaluate and score each bids against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"><li>Satisfactory completion of the tender document with requested information, <b>signed and stamped in each page including annexes and</b> submitted no later than the closing date specified in the section 3.3</li><li>Agreement to our mandatory policies as set out in Non-Staff Code of Conduct.</li><li>The service providers must be registered with relevant authority of Nepal Government and registration should have been renewed as per the government law.</li><li>PAN/VAT registration.</li><li>Latest FY tax clearance certificate or evidence letter form IRO about the date extension.</li></ul>	Pass/Fail assessment Bidders who do not meet these minimum requirements, bidders bid documents will not be further assessed for the selection process considering the fail.

		<ul style="list-style-type: none"> <li>Correct bank account to make all payments through cross cheque or through online bank transfers.</li> </ul>	
<b>Quality</b>	<b>Annex-2 Declaration and Evidence base information</b>	Declaration and evidence base information	<b>20%</b>
	<b>Sample Inspection</b>	Partial or all items will be requested from key potential bidders, and based on the quality of the samples, marking will be done following inspection.	<b>25%</b>
<b>Gender Responsive</b>	<b>Gender Sensitive Practices and Policies</b>	<ul style="list-style-type: none"> <li>Consider the information annex 2. - point no 6.</li> </ul>	<b>5%</b>
<b>Price</b>	<b>Pricing</b>	<ul style="list-style-type: none"> <li>Completion of 'Annex 1</li> </ul>	<b>50 %</b>

### Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

## 6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer

- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd.

## 7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

## 8. Submission Checklist

Document	Form
<b>Tender documents along all annexes</b>	Satisfactory completion of the tender document with requested information, <b>signed and stamped in each page including annexes</b> Fill up your quote price in the annex-1 , signed and stamped it and submit whole tender documents.
<b>Non-Staff Code of Conduct</b>	Please sign and date this document
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> <li>• <i>Copy of company registration, and renewed document</i></li> <li>• <i>Copy of company affiliation with sectoral business entity (if applicable)</i></li> </ul>
PAN/VAT registration certificate	<i>Copy of PAN/VAT registration,</i>
Tax clearance certificate-latest prevailing financial year.	<i>Copy of tax clearance certificate of FY 2079/080 or letter of extension received from IRO.</i>



**Annex 1. Quotation for Stationery Items:**

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
1	Items	Thump Pin	Box	1			
		Push Pin	Box	1			
2	Ball Pen	Ball Pen - Fine tip, Good Quality	Pcs	1			
		Ball Pen - Normal Quality	Pcs	1			
3	Binding Tape	Binding Tape - 1 Inch	Roll	1			
		Binding Tape - 1.5 Inch	Roll	1			
		Binding Tape - 2 Inch	Roll	1			
4	Box File	Box File - Paper Made	Pcs	1			
		Box File - Plastic Made	Pcs	1			
5	Business File	Fine Quality	Pcs	1			
6	Chart Paper	Chart paper (Nepali) - 120 GSM	Pcs	1			
		Chart paper (indian) - 120 GSM	Pcs	1			
7	Carton tatpe	Carton Tape 300 meter - 2 Inch	Roll	1			
		Carton Tape 200-meter new era - 2 Inch	Roll	1			
8	Cello Tape	35 Meter - 0.5 Inch	Roll	1			
9	Color Pencil	Color Pencil - Big Size	Pkts	1			
		Color Pencil - Medium Size	Pkts	1			
		Color Pencil - Small Size	Pkts	1			
12	Eraser	Fine Quality	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
13	File Divider	File Divider A4 Size	Pkts	1			
15	Folder File	folder file - folder file A4 - Good Quality	Pcs	1			
16	Gel Pen	Gel Pen Good Quality	Pcs	1			
		Gel Pen Normal Quality	Pcs	1			
17	Glue Stick	Glue Stick - Good Quality - 8 GSM	Pcs	1			
		Glue Stick - Good Quality - 15 GSM	Pcs	1			
		Glue Stick - Good Quality - 22 GSM	Pcs	1			
		Glue Stick - Good Quality - 25 GSM	Pcs	1			
19	Hanger File	Hanger File - Good Quality	Pcs	1			
20	Ink Pen	ink pen - Normal	Pcs	1			
		ink pen - Fancy	Pcs	1			
21	Index File	index file - Good Quality - 2 Inch	Pcs	1			
		index file - Good Quality - 3 Inch	Pcs	1			
22	Marker	Board Marker - Good Quality	Pcs	1			
		Permanent Marker - Good Quality	Pcs	1			
23	Masking Tape	Masking Tape - 1 Inch	Roll	1			
		Masking Tape - 1.5 Inch	Roll	1			
		Masking Tape - 2 Inch	Roll	1			
24	My Clear Bag	My Clear bag - A 4 Normal Quality	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
		My Clear bag - A 4 Good Quality	Pcs	1			
		Clear plastic bag with zipper	Pcs	1			
25	Paper Cutter	Paper cutter - Good Quality	Pcs	1			
26	Paper cutter knife	Paper cutter knife	Pcs	1			
27	Tipex	Tipex Pen - Good Quality	Pcs	1			
28	Pencil	Pencil - Good Quality	Pcs	1			
29	Photo Copy Paper	Photo Copy Paper - A4 - 80 GSM	Rim	1			
		Photo Copy Paper - A4 - 75 GSM	Rim	1			
		Photo Copy Paper - A4 - 70 GSM	Rim	1			
30	Pilot Pen	Pilot pen (original japan made)	Pcs	1			
		Pilot Pen Normal	Pcs	1			
31	Post It Pad - Sticky Note	sticky note 4A - Small - Different Color	Pcs	1			
		sticky note 3*3 - Different Color	Pcs	1			
		sticky note 3*4 - Different Color	Pcs	1			
		sticky note 3*4 - Different Color	Pcs	1			
32	Scale	plastic scale (super) 30 CM	Pcs	1			
		plastic scale (super) 15CM	Pcs	1			
		Steel Scale - 30 CM	Pcs	1			
33		Punching Machine (dp 280)	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
	Punching Machine	Punching Machine (dp 600)	Pcs	1			
		Punching Machine (dp 800)	Pcs	1			
		Punching Machine (dp 900)	Pcs	1			
34	Paper Clip	Different Color	Box	1			
35	Binder Clip	Binder Clip - 51 mm	Pcs	1			
		Binder Clip - 41 mm	Pcs	1			
		Binder Clip - 32 mm	Pcs	1			
		Binder Clip - 25 mm	Pcs	1			
		Binder Clip - 19 mm	Pcs	1			
		Binder Clip - 15 mm	Pcs	1			
36	Card Holder	card holder(x-850)	Pcs	1			
		card holder (x-123)	Pcs	1			
37	Record File	Record file Normal	Pcs	1			
		Record file with organization logo print	Pcs	1			
38	Record File	Register no 1	Pcs	1			
		Register no 2	Pcs	1			
		Register no 3	Pcs	1			
		Register no 4	Pcs	1			
		Register no 5	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
39	Scissor	Scissor small	Pcs	1			
		Plastic - Scissor medium	Pcs	1			
		Plastic - Scissor big	Pcs	1			
		Full Metal Scissor - Big Size	Pcs	1			
40	Sharpener	Sharpener - Good Quality	Pcs	1			
41	Sharpener	Table Sharpener - Good Quality	Pcs	1			
42	Sign Pen	Sign Pen - Small	Pkts	1			
		Sign Pen - Big Size	Pkts	1			
43	Spiral Copy	A5 40 Sheets, Double Wiro Binding	Pcs	1			
		A5 80 Sheets, Double Wiro Binding	Pcs	1			
		B5 40 Sheets, Double Wiro Binding	Pcs	1			
		B5 80 Sheets, Double Wiro Binding	Pcs	1			
43	Stapler Machine	Stapler Machine - Small	Pcs	1			
		Stapler Machine - Medium	Pcs	1			
		Stapler Machine - Big	Pcs	1			
44	Stapler Pin	Stapler pin - Small	Box	1			
		Stapler pin -Medium	Box	1			
		Stapler pin -Big	Box	1			
45	Two Ring File	Ring File - Hard Cover	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
		Ring File - Plastic Cover	Pcs	1			
46	Diary	Diary - Medium Size B5	Pcs	1			
		Diary - Thick Size B5	Pcs	1			
		Diary - Medium - A4	Pcs	1			
		Diary - Thick - A4	Pcs	1			
		Visitor book diary	Pcs	1			
48	Meta Card	Thick & Multicolor	Pcs	1			
49	News Print Paper	News Print paper	Pcs	1			
51	Calculator	Calculator scientific - Good Quality	Pcs	1			
		Calculator business - Good Quality	Pcs	1			
52	Stamp Pad	Stamp Pad Small	Pcs	1			
53	Pen Holder	Pen Holder	Pcs	1			
54	Fevicol Gum	500 ML	Bott	1			
55	Fevicol Gum	100 ML	Bott	1			
56	Duster	Normal Duster	Pcs	1			
59	Color Paper	Orange paper	Rim	1			
		Skin Paper	Rim	1			
		Pink Paper	Rim	1			
		Green Paper	Rim	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
		Yellow Paper	Rim	1			
60	Carbon Paper	carbon paper	Pkts	1			
66	Table Stand Pen	Table Stand Pen - Normal Quality	Pcs	1			
		Table Stand Pen - Good Quality	Pcs	1			
68	Spiral Binding Machine	Good Quality	Pcs	1			
69	Magazine File	Magazine File	Pcs	1			
70	Sketch Pen	Sketch Pen	Pcs	1			
71	Stock Register	Stock Book - 2No	Pcs	1			
		Stock Book - 3No	Pcs	1			
		Stock Book - 4No	Pcs	1			
72	OHP Sheet	OHP Sheet 100mic	Pcs	1			
73	Clip File	Clip File - Max 50pcs	Pcs	1			
74	Dustbin	Dustbin - Small	Pcs	1			
		Dustbin - Medium	Pcs	1			
		Dustbin - Large	Pcs	1			
75	Battery	Size - AA	Pair	1			
		Size - AAA	Pair	1			
76	White Board	1.5X2 - Size	Pcs	1			
		2X3 - Size	Pcs	1			

S.N	Items	Size & Specification	Unit	Qty	Rate VAT Inclusive	Amount VAT Inclusive	Brand Name: mandatory
		3X4 - Size	Pcs	1			
		6X4 - Size	Pcs	1			
		4X8 - Size	Pcs	1			
77	Stapler Remover		Pcs	1			
78	Push Pin Board	1.5X2 - Size	Pcs	1			
		2X3 - Size	Pcs	1			
		3X4 - Size	Pcs	1			
		6X4 - Size	Pcs	1			
		4X8 - Size	Pcs	1			
79	Flip Chart		Pcs	1			
80	Name tag	Name tag with lanyard	Pcs	1			
81	Highlighter	Different Color	Pcs	1			
82	Blue Tack		Pcs	1			
83	Envelope	A4 Size	Pcs	1			
84	Envelope	Airmail Size - Small	Pcs	1			
85	Flip Chart Stand	Set	pcs	1			

**Note: Above quoted rate must be VAT inclusive**



**Annex-2**

**Supply of Stationery Items - Quality evaluation + Gender Responsive -Evidence base information: (20+5=25 marks)**

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
1	Work experiences on Supplying of Stationeries Supply	<ul style="list-style-type: none"> <li>▶ 5 years and above experiences: 5 marks,</li> <li>▶ others prorated at: number of work experience' years x 5/5 marks</li> </ul> <p><i>(Need to submit organization profile reflecting your work experience, how long you have been working in this sector, to whom you work with)</i></p>	5		
2	Provide the reference of experience letters from your clients to which the company has offered similar services in the last 3 years	<ul style="list-style-type: none"> <li>▶ 5 or more experience letters from different clients: 5 marks,</li> <li>▶ Less than that prorated at: number of experience letters from different clients x 5/5 marks (One experience letter from one client will be considered)</li> </ul>	5		
3	Delivery Lead Time	<ul style="list-style-type: none"> <li>▶ Lead Time: Time taken from order placement to delivery.                             <ul style="list-style-type: none"> <li>• Next day delivery from order placement – 4 Marks</li> <li>• 3 to 4 days from order placement – 3 Marks</li> <li>• 4 to 7 days from order placement - 1 Marks</li> </ul> </li> </ul> <p><i>(Note: please write the number of days to deliver the order in the next column.)</i></p>	4		
4	Provision of credit sale	<ul style="list-style-type: none"> <li>▶ Credit sale for 30 days: 3 marks</li> <li>▶ Credit sale less than 30 days: 0 marks</li> </ul>	3		

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
5	Financial Stability – Sales Turnover:	▶ Submit last year audit report which reflect company total turnover: 3 marks, none	3		
6	Gender Responsive (This is link with Tender documents 5 marks for GRP)	▶ Proprietor / owned by women, women working as a staff, – 5 marks  Any one of the above- 2 marks, none-0	5		

[Download Non staff code of conduct](#)



ANNEX E - Non-staff  
Code of Conduct (ITT)

**Signature of Authorized Person:**

**Name of Authorized Person:** .....

**Cell #:**.....

**Name of Firm/Company:** .....

**Address:** .....

**Contact #:** .....

**E-mail ID:**.....

**Bank A/C No.**

**Bank Name:-**

**Bank Account Holder Name:-**

**Company Seal/Stamp**