

Terms of Reference

Below is the list of jobs to be performed. Interested company are requested to call the organization at 01- 4419371 for site visit. The site visit will be during office time, Monday through Friday from 11:00am to 4:00pm. All the safety measure during this pandemic must be followed by the visitors. Maximum of 2 person will be allowed for the site visit.

Building A

1. Coloring of the emergency stairway
2. Maintenance of the emergency stairway
3. Coloring of the exterior walls of the building (white color)
4. Coloring the inside passage - (white color)
5. Coloring of E2A office and Contact center
6. Maintenance of the walls of the warehouse
7. Coloring of the warehouse walls and remake the
8. Maintenance of the roof
9. Coloring of the room ground floor
10. Maintenance of the doors and door frames

Building B

1. Removal of all the A/C and maintenance of the walls
2. Removal of all the furniture
3. Removal of all the networking wires and maintenance
4. Coloring of the rooms, toilets
5. Coloring of exterior of the building
6. Removal of all the partitions
7. Coloring of the boundary walls

Interested vendors will be provided with the Rate sheet format for submission. The interest vendor will need to submit the following documents along with complete attached Rate sheet (Price Schedule) format.

1. Company registration - Compulsory
2. Vat registration - Compulsory
3. Tax clearance of last fiscal year - Compulsory
4. Audit report of last – Compulsory
5. Supplier Questionnaire – Compulsory
6. Code of Conduct - Compulsory

Bidders unable to submit above documents will be considered as disqualified.

Evaluation Criteria:

	Evaluation Criteria	Weight (Total 100%)
	The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:	
1	Experience (at least 2 years) and timely delivery (Include lead time for delivery)	20
2	Cost/Price and Discount if any	80

Note: Signed, stamped and sealed quotation shall be required to be submitted at the reception of our Support Office by 27th November 2020 addressed to:

**The Procurement Department
Sunaulo Parivar Nepal
Opposite Chinese Embassy, Baluwatar
Kathmandu, Nepal
Contact: 01-4419371**