﻿﻿**﻿Call for Expression of Interest (EoI) for Vendor Enlistment in Roster/Framework Agreement Year 2025-26**

**Shechen Karuna** Registered with DAO Kathmandu Regno: 226 is working in Nepal since 2020 with the vision to create a society without poverty, a society in which all women and men live a life of dignity, enjoy their rights as active citizens of Nepal. Through integrated development program it aims to provide people with better livelihood opportunities, improved health conditions, sustained environment, quality education and continued economic development, ensuring that development-related activities are demand driven and sustainable. As defined by the VISION 2025, a strategic guidance, Shechen Karuna Nepal has been working in three regions Terai, Mid-Hills and High-Hills (mountains) in five inter-connected thematic sectors;

1. Health
2. Education
3. Food Security
4. Economic Development
5. Environment

By working in these sectors, Shechen Karuna aims to provide people with opportunities to reduce poverty, vulnerability and inequality, ensuring that development-related activities are gender sensitive, socially inclusive, demand driven and sustainable, and that the most vulnerable are empowered to sustained their effort. Shechen Karuna works in close coordination local governments and civil society organizations to support marginalized, socially excluded and economically poor communities.

In order to carry out its operation effectively Shechen Karuna invites expression of interest from the relevant service providers as detailed below.

**1. Vehicle Hire/carriage service**

Outside Kathmandu Valley

Kathmandu- Ruby Valley- Sertung/ Kathmandu- Khaniyabas - Vehicle type-4 WD

Kathmandu- Kapilvastu Bijaynagar/Yasodhara- (5- and 7-seater options)

Carriage services to carry the project materials from Kathmandu to the project location in Ruby valley and Khaniyabas in Dhading and Yasodhara and Bijaynagar in Kapilvastu.

**2.  Hotel Services**– (Kathmandu, Lalitpur, Dhading, Dhulikhel, Nagarkot, Bhairawaha, Taulihawa, Chandrauta, Kapilvastu, Chitwan)

* Accommodation in BB Plan, EP plans, AP plans
* Food: breakfast, lunch, dinner, Hi-tea, tea/coffee cookies
* Hall/Venue Non-residential workshop
* Hall/Venue Residential workshop
* Accommodation only

**3. Designing**(Diary, Brochure, Reports, Poster, BCC/IEC material)

**4. Printing**(Diary, Brochure, Reports, Poster, Logo/Sticker, Flex & cloth prints, Canvas, display board)

**5. Photography/ videography**– Professional cameraperson, project documentary preparation, Video editing/compilation

**6. Air Ticketing** (Domestic, International travels and Visa arrangements)

**7. General Repair and Maintenance services**

* Electricity
* Inverter, battery, UPS
* Generator (Honda, Crompton),
* Plumbing,
* Air Condition,
* Intercom telephone
* Doors, windows and locks

**8. Visibility**(T-Shirt, Caps, Bags, Cups, Pens, jackets, ID cards, Visiting Cards, token of love Items etc.)

**9. IT Equipment Supplies** (Laptop, Batteries, Charger, Photocopier, Headphones, Printer, Pen drives, Hard Drives, Telephone sets, Mobile sets, Cartridge

**10. Stationeries**(Pen, Notebooks, Rulers, Markers, Index files A4 Paper, sticky notes, flip chart, stapler pin different size, paper/binder clips etc.)

**11. Grocery and cleaning items** – Milk, tea, coffee, rice, dal, legumins, cooking oil, gas, turmeric, etc for office kitchen, and cleaning items for floor and toilet cleaning can offer certain percentage flat in MRP as well.

**12. Furniture and Furnishing, purchase and repairs**(Chair, table, cupboards, curtain, carpets, Partition and workspace etc)

**13. Auto parts/servicing/engine oil**

Regular service and different auto repairing parts for official vehicles repair maintenance

**14. Insurance Service Provider**(vehicle 3 four wheelers,5- two wheelers, other assets, travel, medical)

**15. Annual Audit** (Statutory audit as per ICAN regulations NAS for NPOs)

**16. Veterinary Medicine** (for cattle in ruby valley)

**17. Agriculture materials and equipment’s**

**18.  Kitchen Garden seeds**-local seeds preferable for Hilly regions in Dhading and terai Kapilvastu

**19. Health equipment’s and medicines**for support in rural health facilities

**20. Hardware materials for construction** of health post, school buildings, drinking water projects (Reinforced Cement Concrete-RCC structure)

**21. Resource person or firms** to support agriculture program with expertise as below

* Agri-Economist
* Plant Pathologist
* Entomologist
* Potato Expert
* Wild Mushroom Expert
* Agronomist
* Soil scientist
* Agri-Finance expert
* Group Mobilization expert
* Horticulturist
* Veterinary Doctor
* Animal nutritional expert

**22. Resource person or firms** to conduct trainings /assessments/studies as below for education/environment programs

* Early childhood education – teachers training on early learning and development standard
* Training session based on integrated curriculum (Grade 1-3)
* Early grade teachers’ capacity development workshop in developing foundational reading skills / reading habits
* Local level early childhood development strategic planning workshop
* Better living options program – in school adolescent life skill development
* Environmental and waste management expert

**23. Classroom support materials** for ECD classes plus book for reading corner establishments in grade1-3

**24. Resource person or firms** to support health program with expertise as below

* Gynecologist
* Orthopedic Consultant
* Cardiologic Consultant
* MDGP
* Medical Officer
* Nutrition Expert/ Business plan development consultant
* WASH Consultant

Please send an email clearly marked as **(EXPRESSION OF INTEREST on one or more items from the list mentioned above** to [**nepal.procurement@karuna-shechen.org**](http://karuna-shechen.org/) with the following supporting documents, no later than **14th April 2025**. The items which rate fluctuates occasionally the supplier can quote rate with flat discount percentages in the MRP for annual bindings.

If you find any confusions to fill up apply for the EOI please reach out to our procurement department @ 01-5911253/01-5178371/01-5918371

* Application letter
* Contact details: Name, Phone number, email address, WhatsApp contact details.
* Address: Registered address, store/warehouse address, Branch address (Mention all location of your business)
* Company/ Firm ownership details (more than 1% share)
* Company/ Firm profile if available with experience and client’s references, capacity of team and stocks or outlets.
* Company/ Firm registration
* VAT/PAN registration
* Certification is available: Authorized dealer, Trade, Organic and Environment friendly products.
* Business/Trade License if applicable
* Tax clearance certificate FY 2080/81