

Terms of Reference (TOR) for Submission of Sealed Tender Bid (Re-tender for bid of 31 January, 2024)

Open Learning Exchange (OLE) Nepal, a non government organization, requests for the submission of sealed tender bid for supply and delivery of 8 units of branded laptops with accessories for USAID Equity & Inclusion in Education Project. .

- 1 Tender Bid Reference: 80811bidlaptops
- 2 Purpose: Supply and delivery of 8 units of laptops with accessories
- 3 **Date for tender submission:** **March 6, 2024** Bid received after this time shall be rejected.
- 4 **Date of tender opening:** **March 7, 2024** **11:00 AM** Minimum 3 tender bids have to be received for opening the tender.
- 5 Submit tender bid in a sealed envelope addressed to: Procurement Department (80811bidlaptops)
Open Learning Exchange (OLE) Nepal
Sanepa, Lalitpur 2, Nepal
<https://olenepal.org/contact-us/> (Location map)
- 6 Method of submission: Courier or Hand delivery in a sealed envelope marked "80811bidlaptops" and sealed with office stamp and tape.
- 7 Documents to be submitted:
 - a. Tender form
 - b. Cover letter with the tender bid reference number
 - c. Bid bond of 2.5% of bid amount to be submitted in any of the of the following methods:
Original Bid bond (guarantee) issued from A class commercial bank and valid for 2 months addressed to Open Learning Exchange Nepal
or Manager's cheque in the name of Open Learning Exchange Nepal
or Original bank deposit voucher of the fund deposit in account # 00401010261302 at Nepal Investment Mega Bank Ltd. under account name Open Learning Exchange Nepal
 - d. Copy of up-to-date renewed registration documents
 - e. Copy of up-to-date renewed tax (VAT) registration
 - f. Company profile
 - g. Copy of the agency/ distributorship
 - h. Letter of non conflict of interest (COI) signed and stamped by authorized person
 - i. Copy of the two recommendation letters
**All copy documents, letter, form to be signed by authorized person and stamped.*
- 8 Terms:

Specification	a. Goods as specified in specification to be supplied and delivered at OLE Nepal office at Sanepa, Lalitpur 2, Nepal. For location, visit https://olenepal.org/contact-us/
Warranty	b. Replacement warranty period of one year for all supplied equipment under this bid
Bid bond	c. Bid bond of 2.5% of the bid amount valid for 2 months from date of submission
Performance bond	d. Performance bond of 5% of the contract/bid amount from A class commercial bank valid for 1 month period to be submitted after signing the contract
Delivery time	e. Supply and delivery: By maximum 21 days from the date of award of contract.
Payment	f. In 14 days upon supply, delivery and checking/ testing.
Annual turnover	g. Bidder should have annual turnover of minimum NPR 10 million in the last fiscal year.
Evaluation	h. Qualified tender bids shall be evaluated and bidder shall be notified of selection based on the evaluation.
Acceptance of tender bid	i. OLE Nepal reserves the right to accept, reject or cancel the bids, in full or partial, without assigning any reason whatsoever
Tender bidding party	j. Only one tender bid can be submitted by one party. Another party with same promoters and even one promoter involved can not submit the separate bid.
	k. Invoice should be in the name of Plan International Nepal/USAID Equity & Inclusion in Education and PAN no: 304740200
Quotation validity	l 3 months
- 9 **Specification:**

A. 5 units of laptops with following specifications

CPU	AMD Ryzen 7 7730U Processor 2.0GHz (20MB Cache, up to 4.5 GHz, 8 cores, 16 Threads)			
Cores	8 or above			
Make Year	2023 and above			
Memory	8GB DDR4 on board			
Storage	512GB M.2 NVMe PCIe 3.0 SSD			
Screen/Display	14.0-inch, 2.8K (2880 x 1800) OLED 16:10 aspect ratio, 0.2ms response time, 90Hz refresh rate			
Graphics Card	AMD Radeon Graphics			

		USB 2 USB 3 Audio Hdmi				
	Ports					
	Operating System	Windows 11 Home				
	Warrenty	1 year				

B. 3 units of laptops with following specifications

	CPU	AMD Ryzen 7 5825U (8C / 16T, 2.0 / 4.5GHz, 4MB L2 / 16MB L3)				
	Cores	8 or above				
	Make Year	2023 or above				
	Memory	16GB (8GB Soldered DDR4-3200 + 8GB SO-DIMM DDR4-3200)				
	Storage	512GB SSD M.2 2242 PCIe 4.0x4 NVMe Opal 2.0				
	Screen/Display	14" FHD (1920x1080) IPS 300nits Anti-glare, 45% NTSC				
	Graphics Card	Integrated AMD Radeon Graphics				
	Ports	USB 2 USB 3 Audio Hdmi				
	Network Interface	RJ 45				
	Operating System	Windows 11 DG Windows 10 Pro 64				
	Warrenty	1 year				