

Open Learning Exchange (OLE) Nepal

Terms of Reference (TOR) for Submission of Sealed Tender Bid

Open Learning Exchange (OLE) Nepal, a non government organization, requests for the submission of sealed tender bid for supply and delivery of 100 units of branded laptops with accessories and 6 CPU for USAID Equity & Inclusion in Education Project. .

- 1 Tender Bid Reference: 80812bidlaptops-cpu
- 2 Purpose: Supply and delivery of 100 units of laptops with accessories and 6 CPU
- 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 (80812bidlaptops-cpu)
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 "80812 bidlaptops-cpu" 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 3 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. 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 3 months from date of submission
Performance bond	d. Performance bond of 5% of the contract/bid amount from A class commercial bank valid for 3 months to be submitted after signing the contract
Delivery time	e. Supply and delivery: By maximum 45 days from the date of award of contract.
Contract	f. The contract of this bid can be for the period of one year period. There will be the possibility of supply of same number of equipment in second lot.
Payment	g. In 14 days upon supply, delivery and checking/ testing.
Annual turnover	h. Bidder should have annual turnover of minimum NPR 15 million in the last fiscal year.
Evaluation	i. Qualified tender bids shall be evaluated and bidder shall be notified of selection based on the evaluation.
Acceptance of tender bid	j. OLE Nepal reserves the right to accept, reject or cancel the bids, in full or partial, without assigning any reason whatsoever
Tender bidding party	k. 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. l. Invoice should be in the name of Plan International Nepal/USAID Equity & Inclusion in Education and PAN no: 304740200
Quotation validity	m. 3 months
- 9 **Specification:**
 - n Supply and delivery of laptops (category A & B) and CPU (category C) should be of following quantity and specification

A. 80 units of laptops with following specifications

CPU	core i3 or equivalent				
Generation	12th or above				
Make Year	2022 or above				
Memory	4GB or above				
Storage (SSD)	128GB or above				
Screen/Display	14.0-inch or above				
Graphics Card	Inbuilt				
Operating System	Windows 11				
Warrenty	1 year				

B. 20 units of laptops with following specifications

CPU	AMD Ryzen 7				
Cores	8 or above				
Generation	12 or above				
Make Year	2023 or above				
Memory	8GB DDR4 on board				
Storage	512GB M.2 NVMe SSD				
Screen/Display	15-inch screen Full HD (1920x1080) resolution or higher.				
Graphics Card	AMD Radeon or equivalant				
Speaker	Inbuilt				
Operating system	Window 11				

	Warrenty	1 year			
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C. 6 units of CPU (Central Processing Unit-Branded) for offline digital library

Type	Micro / Portable
Processor	Intel Core i3 12 Gen. minimum
RAM	8 gb minimum
Storage	1TB minimum
Warranty	1 year minimum
Casing	Standard
Adaptor	Standard
