

	Open Learning Exchange (O.L.E) Nepal				
	Terms of Reference (TOR) for Submission of Sealed Bids				
	Open Learning Exchange (O.L.E) Nepal, a non government organization, requests for the submission of sealed bids for supply and delivery of Laptop, CPU and Smart TV				
1	Sealed Bid Reference:	8182sbcls			
2	Purpose:	Supply and delivery of Laptop, CPU and Smart TV			
3	Last date for sealed bids submission:	April 4, 2025			Bid received after this time shall be rejected.
4	Opening date for sealed bids:	April 7, 2025			Minimum 3 bids have to be received for opening the bids.
5	Submit sealed bids in an envelope addressed to:	Procurement Department (8182sbcls) 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 "8182sbcls" and sealed with stamp-लाहाछाप			
7	Documents to be submitted:	a. sealed bid form b. Cover letter with the sealed bid reference number c. Bid bond of 2.5% at the time of application. The bond amount to be submitted in any of the of the following methods: Original 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 #00405010087056 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 sealed 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 3 months period to be submitted after signing the contract			
	Delivery time	e. Supply and delivery: By maximum 30 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 Rs.5 million in the last fiscal year.			
	Evaluation	h. Qualified bids shall be evaluated and bidder shall be notified of selection based on the evaluation in 1 week time.			
	Acceptance of sealed bid bid	i. OLE Nepal reserves the right to accept, reject or cancel the bids, in full or partial, without assigning any reason whatsoever			
	Sealed bidding party	j. Only one sealed bid can be submitted by one party. Another party with same promoters and even one promoter involved can not submit the separate bid.			
	Quotation validity	k. Invoice should be in the name of Open Learning Exchange (O.L.E.) Nepal and PAN no: 302833869			
	Progress Confirmation	l. 3 months			
	Eligibility restriction to ensure suitable bidder	m. Supplier / bidder should provide progress confirmation letter after 1 week of signing contract that supply order or import has been processed.			
		n. Supplier/ bidder may submit their proposal for either one of the categories only, as follows: 1) A only 2) B only 3) C only 4) A and B only. However bidder can be selected for each of the three individual products separately.			
9	Specification				
Category	Product				
A.	6 units of Branded Laptops				
	Processor	Intel i3 or equivalent			
	Storage	256 SSD			
	RAM	8 GB			
	Screen	14 inches or above			
	OS	Windows 11 genuine license			
B.	8 units of Branded CPUs (Specify Brand)				
	Type	Micro / Portable			
	CPU	Intel i3 12 Gen or higher			
	RAM	16GB			
	Storage	1TB SSD (Well known international brands -please specify brand name)			
	Ethernet	Gbps			
C.	6 Units of Branded Smart TV				
	Type	LED			
	Size	43 inches			
	Resolution	4K			
	Connectivity	HDMI / Wifi / Bluetooth/ USB			
	Hanging Bracket	Yes			
	Remote	Yes			
	Casting Support	Yes			