

	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 Branded Monitors and Headsets.					
1	Sealed Bid Reference:		8182sbmh		
2	Purpose:	Supply and delivery of branded Monitors and Headsets			
3	Last date for sealed bids submission:		October 8,2024		Bid received after this time shall be rejected.
4	Opening date for bid opening:		October 9, 2024		Minimum 3 bids have to be received for opening the bids.
5	Submit sealed bids in an envelope addressed to:		Procurement Department (8182sbmh) 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 "8182sbmh" and sealed with office stamp		
7	Documents to be submitted:	a.	sealed bid form		
		b.	Cover letter with the sealed 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 #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		
			<i>*All copy documents, letter, form to be signed by authorized person and stamped.</i>		
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 1 month 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 NPR 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 3 weeks time.		
	Acceptance of sealed 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.		
		k.	Invoice should be in the name of Open Learning Exchange (O.L.E.) Nepal and PAN no: 302833869		
	Quotation validity	l	3 months		
	Progress Confirmation	j	Vendor should provide progress confirmation letter after 1 week of signing contract that supply order or import has been processed.		
9	Specification:				
	A. 2 units of Branded VGA Monitors				
	Type		LED		
	Size		minimum 17 Inches(16:10 aspect ratio)		
	Resolution		1440 x 900		
	Interface		VGA		
	Power		30 Watt (approx.)		
	B. 78 Units of Branded HDMI Monitors				
	Type		LED		
	Size		minimum 17 inches (16:10 aspect ratio)		
	Resolution		1440 x 900		
	Interface:		HDMI		
	Power		30 Watts (approx.)		
	In build Speaker		Yes		
	Audio Out		Yes		
	C. 249 Units of Branded Wired Headsets				
	Interface		3.5 mm Audio Jack		
	Wire Length		minimum 5 feet		
	D. 36 Units of Branded USB Headsets				
	Interface		USB		
	Wire Length		minimum 5 feet		