

Terms of Reference (ToR)

Supplying Laptops

1. **Background:**

In Nepal, GNI has been working since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 22 districts across Nepal.

2. **Objective of the Service:**

To procure the ICT Equipment (Laptop) required for the organization.

3. **Scope of the Work**

The ICT equipment that we are going to procure will be based upon the specification and standard given in the Annex I. The equipment will either be procured in bulk or in item basis. The firms/company should clearly mention the validity of the quoted price.

4. **Expected Deliverables**

The deliverables that GNI Nepal expect are the quality equipment listed below:

1. Laptops – 8 pcs.

5. **Budget and Mode of Payment:**

The Vendor shall submit financial proposal with detailed breakdown including applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made to the account of the firm/service providers.
- b. The payment will be made through Account Payee cheque.

6. **Acceptance of ITB**

All rights to accept or reject a proposal, with or without giving any reasons, shall be reserved with GNI Nepal. If deemed necessary, the firm/service providers shall be asked for modifications.

7. Management of the Service:

The selected firm/service providers shall be accountable for the delivery of the expected quality goods within the stipulated time and location.

8. General Qualification of the firm/service providers:

All the firm/service providers registered under the authorized agency of the government of Nepal having the experience in the related field is eligible to apply for the project. The firm/service providers with expertise as outlined below:

- a) Company/firm should have PAN, Company registration, VAT registration and Tax clearance certificates etc.

9. Documents to be Submitted by the Firm/Service Providers:

The application shall contain following documents:

- A. Price quotation with individual item and specification
- B. Details of the firm/service providers
 - a) A copy of firm/service providers registration
 - b) A copy of Tax clearance certificate (077/078)
 - c) VAT and PAN registration

Interested firm/service providers are requested to submit the bid in a sealed envelope clearly marked with **"Bid for Supplying of Laptops"** by 17:00 Hrs (Nepal Time) 14th Jan, 2022 at GNI Nepal Ekantakuna, Lalitpur Nepal.

GNI Nepal reserves all rights to make the final decision regarding selection of the firm/service providers without any obligations.

ANNEX I:

Technical Specification for 8 Pcs Laptop

Specification of Option 1:

11th Generation Intel Core i5- 1135G7 (4 Core, 8M cache, base 2.4GHz, up to 4.2GHz)
Factory Preinstalled Genuine Windows 10 Pro English 64 Bit **13.3" FHD (1920x1080)** AG, Non-Touch, WVA, 250 nits, HD
RGB Camera+ Mic, WLAN, Carbon Fiber Intel Iris Xe Graphics
16GB, Non-ECC, Integrated
512GB PCIe NVMe Class 35 Solid State Drive
4 Cell 63Whr Express Charge TM Capable Battery Fingerprint Reader
65W Type-C Epeat Adapter
Intel Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.1
Single Pointing Backlit US- English Keyboard
Essential Backpack
3 Year Manufacturer Warranty on Laptop and 1 Year on Battery

Specification of Option 2:

11th Gen, Intel Core i7- 1165G7 Processor,
16GB (1x16GB) DDR4 3200 MHz, Integrated
512GB Solid State Drive M.2 PCIe,
Intel@ Iris@ Xe Graphics with
shared graphics memory, **13.3-inch FHD (1920x1080)**
Anti-Glare LED Non-Touch Display
Windows 10 Professional, 64- bit Genuine Factory Installed

Specification 3: 1 pc

11th Gen, Intel Core i7/i5
16GB RAM (1x16GB) DDR4
512 GB Solid State Drive M.2 PCIe
Intel@ Iris@ Xe Graphics with shared graphics memory
15-15.5-inch FHD (1920x1080)
Anti-Glare LED Non-Touch Display
Windows 10 Professional, 64- bit Genuine Factory Installed
Essential Backpack
3 Year Manufacturer Warranty on Laptop.

Annex II
Financial proposal/Bidding Form

| S.N | Item | Brand & Spec. | Unit Rate with Vat | Remarks |
|-----|--|---------------|--------------------|---------|
| 1 | Laptop i5 | | | |
| 2 | Laptop i7 | | | |
| 3 | Laptop -1pc 1 Pc (i5 or i7 based on availability) | | | |

Note: Please also mention the stock status and or delivery timeline from the date of PO received in Remarks field.

Name of Company:

Date:

Contact No:

Company Stamp