

## Terms of Reference (TOR) for Supplying Laptops and Printer

### 1. Background

Good Neighbors International (GNI) is an international development and humanitarian organization dedicated to addressing the needs of neglected, vulnerable, and marginalized individuals, especially children, transcending barriers of race, nationality, religion, ideology, and geography. GNI operates in 51 countries worldwide, focusing on needy children.

Since 2002, GNI Nepal has been working in Nepal embracing a child-centered community development model that prioritizes the holistic development of children while enhancing their immediate surroundings. The organization's efforts encompass child protection, education, income generation, health services, water, sanitation, hygiene, disaster risk reduction/climate change adaptation, and advocacy programs.

Good Neighbors International Nepal, with support from Good Neighbors Japan, plans to implement a one-year project titled Advancing Nutritional Status of School Children in Doti, funded by the Ministry of Foreign Affairs (MoFA) Japan. To ensure the efficient operation of project activities, GNI Nepal intends to procure laptops and a printer for official use under this initiative.

### 2. Objective of the service

1. To procure the laptops and printers for official use.
2. To ensure the efficient operation of the project activities.

### 3. Scope of the Work

The procurement of laptops and printers will be based on the specifications and standards given in Annex I. The equipment will either be procured in bulk or on an item basis. The firms/service providers should clearly mention the validity of the quoted price.

### 4. Expected Deliverables

The deliverables that GNI Nepal expects are the quality equipment listed below.

1. Laptops – 12 pcs.
2. Printer - 1 pcs.

### 5. Budget and Mode of Payment

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

- a. The payment shall be made to the account of the firms/service providers.
- b. The payment shall be made through an Account Payee cheque or online bank transfer to the vendor's company account.

## 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 suppliers/service companies shall be asked for modifications.

## 7. Management of the Service

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

## 8. General Qualification of the firms/service providers

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

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

## 9. Documents to be Submitted by the firms/service providers

The application shall contain the following documents:

- A. Price quotation with individual items and specification
- B. Details of the company/firm
  - a) A copy of the company/firm registration
  - b) VAT and PAN registration
  - c) A copy of the Tax clearance certificate (080/081)

Interested firms/service providers are requested to submit the bid in a sealed envelope clearly marked with **"Bid for Supplying Laptops and Printer"** by 17:00 Hrs (Nepal Time) 13<sup>th</sup> December 2024 at GNI Nepal Karmachary Sanchaya kosh Bhawan, 5<sup>th</sup> Floor, Lagankhel, Lalitpur Nepal.

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*All employees and consultants must adhere to GNI Nepal's code of conduct, specifically the provisions related to child safeguarding, and Protection from Sexual Exploitation and Abuse (PSEA). Any instances of misconduct will be promptly investigated and addressed following our protocols.*

*GNI Nepal reserves all rights to make the final decision regarding selecting the consultants/firms without any obligations.*

## Annex-I

### Laptop Specification

#### 1. Laptop Type 1: Business Series Laptop (2 PC)

**Processor:** Latest Generation Intel Core i7  
**Graphics:** Intel Arc Graphics, Intel Integrated chipset  
**RAM: 16 GB,** 2x8GB, LPDDR5X, 6400MT/s  
**Storage: 512 GB,** M.2 512 GB, M2, PCIe NVMe,SSD,  
**Storage support:** 1TB M.2 PCIe NVMe SSD  
**Battery:** 4 Cell, 64 Wh, Battery Life: upto 8 hrs  
**Display:** 14-inch, FHD (1920 x 1080)  
**OS: Window 11 Pro factory installed**  
**Standard ports:**  
**Warranty:** 3 years, Backpack

#### 2. Laptop Type 2: Business Class Laptop (10 PC)

**Processor:** Latest Generation Intel Core i5  
**Graphics:** Intel® UHD Graphics  
**RAM: 8 GB and 16 GB,** 3200 Mhz, ddr4  
**Storage: 512 GB** M.2, PCIe NVMe, SSD  
**Display:** 14-inch, FHD (1920 x 1080),  
**OS: Windows 11 pro factory installed**  
**Battery:** 3-cell, 41 Wh, Battery Life: Up to 6 Hours  
**Standard ports:**  
**Warranty:** 3 years, Backpack

#### 3. Printer: (1 Pc)

Function: **Multifunction** 3 in1 (Print, Copy, Scan)  
Max print Resolution: 2400 x 600 dpi  
Consumable type: Toner Cartridge & Drum Unit  
Input Tray Set: Minimum 250-Sheet Input Capacity  
Output Paper Capacity: Minimum 100 sheet  
Optical Scanning Resolution: 600 x 2400 dpi (flatbed); 600 x 600 dpi (ADF)  
Scanning Capability: B/W & Color  
Connectivity: USB Support + Wireless Support+ Ethernet Support

**Annex II**  
**Financial proposal/Bidding Form**

S.N	Item	Brand & Spec.	Unit Rate with VAT	Remarks
1	<b>Laptop Type 1: Business Class Laptop (2 PC)</b>			
2	<b>Laptop Type 2: Business Class Laptop (10 PCS)</b>			
3	<b>Printer (1 Pc)</b>			

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

**Delivery duration after PO confirmation:** .....  
 (Expected delivery Dec 25, 2025)

**Bid price validity:** .....

**Name of Company:**

**Date:**

**Contact No:**

**Company Stamp**