

Terms of Reference (ToR)

SUPPLY OF LAPTOP

1. **Background:**

Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 19 districts.

GNI Nepal is planning to procure the laptop for office purpose hence this TOR is developed for the same.

2. **Objective of the service:**

- To procure the laptop required for the organization.

3. **Scope of the Work**

The Laptop that we are going to procure will be based upon the specification and standard given in the annex. The Laptop 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 laptop listed below:

- Laptop-35 pcs

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

The Vendor shall submit financial proposal in details i.e. Applicable VAT/taxes at the time of proposal submission.

- a. The payment shall be made only to the account of the service provider/firm's name.
- b. The payment will be made through Account Payee Cheque.

6. Acceptance of ITB

All the rights to accept or to reject the proposal, with or without any obligations, shall be reserved by GNI Nepal. If deemed necessary, the service provider shall be asked for modifications.

7. Management of the Service:

The selected service provider/firm shall be accountable for the deliverable of the expected quality and standard within the stipulated time.

8. General Qualification of the service provider/firms:

All the private service provider/firm registered under the authorized bodies of Nepal Government and having experience in the related field is eligible to apply for the item. The service provider/firm must have the documents as outlined below:

- Service Provider/firm must have PAN, Company registration, VAT registration and Tax clearance certificates etc.

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

The application shall contain following documents:

- A. Price quotation with individual item and specification as mentioned in BOQ.
- B. Details of the service provider/firm
 - a) A copy of organization/firm registration
 - b) A copy of Tax clearance certificate (076/077)
 - c) VAT and PAN registration
 - d) Company Profile

The Bid document should reach the address below via hand delivery by 17:00, 10th April, 2021. Please, enclose the proposal in an envelope, seal and mark it with **"Bid for Supply of Laptop"** and send it to:

Good Neighbors International Nepal

Ekantakuna-13, Lalitpur
Kathmandu, Nepal

ANNEX I: Technical Specification of Laptop

Quantity: 35 Pcs

Type of laptop: Business Series

Specification:

Processor	11 th Gen, Intel Core i7-1165G7 Processor
Memory	16GB (1x16GB) DDR4 3200 MHz, Integrated
Hard Drive	512GB Solid State Drive M.2 PCIe
Graphics	Intel® Iris® Xe Graphics with shared graphics memory
Display	13.3 inch FHD (1920x1080) Anti-Glare LED Non-Touch Display
Operating System	Windows 10 Professional, 64-bit Genuine Factory Installed
Battery	4 Cell 46 WHr backup upto 14.1 hrs
Camera	720p HD with microphone
Key board	Backlit, Spill-resistant, Multimedia Fn Keys
Pointing Device	TrackPoint® pointing device and Mylar® Surface multi-touch touchpad
Finger print reader	Yes
WLAN	Intel ® Wi-Fi 6 AX201 802.11AX (2x2) & Bluetooth ® 5.1
Audio	High Definition (HD) Audio, Synaptic ® CX11880 codec Two USB 3.2 Gen 1, HDMI 2.0, USB 4, Type C Thunderbolt 4
I/O Ports	Micro SD Card Reader, Headphone & Microphone combo Jack, side docking connector, Ethernet extension connector, Security keyhole
Power Supply	65 W USB-C (3 Pin)
Carrying Case	Yes
Warranty	3 Year Parts and Service Warranty and one year for battery

Quotation Validity:

Delivery Duration after PO confirmation:

Annex II

Financial proposal/Bidding Form

S.N	Item	Brand & Spec.	Unit	Qty.	Unit Rate with VAT (NRs.)	Total Amount (NRs.)
1	Laptop		Nos.	35		

Name of Company:

Contact Person and No.:

Date:

Office Stamp: