Good Neighbors International

Terms of Reference (ToR)
Supplying ICT Equipment

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 20 districts.

2. Objective of the service:

1. To procure the ICT Equipment 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. The equipment will either be procured in bulk or in item basis. Quoted rate will be valid for 31 Dec, 2018.

4. Expected Deliverables

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

1. Laptop
2. Desktop computer
3. Scanner
4. Printer
5. Camera
6. Hard Drive
7. Projector

5. Budget and Mode of Payment:

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

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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 company/firm shall manage the assessment and be accountable for the timely delivery of the expected quality service.

8.   General Qualification of the company/firms:

All the private company/firm 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 company/firm 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 Company/Firm:

The application shall contain following documents:

A.   Price quotation with individual item and specification

B.   Details of the company/firm
a)   A copy of company/firm registration
b)   Organization profile
c)   A copy of Tax clearance certificate(latest)
d)   VAT and PAN registration
e)   Audit Report (latest)

Authorized company/firm can submit Bid for all particular equipment as well as individual. Interested companies/firms must submit the bid in a sealed envelope clearly marked with "**Bid for supplying ICT Equipment**" by 17:00 hrs. 25th May 2018 to:

Good Neighbors International, Nepal
Ekantakuna-13, Lalitpur, Nepal
GPO: 8975, EPC 1605, Kathmandu, Nepal

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Annex I
Technical Specification

1. Normal Laptop Specification:

Features	Description
Processor	Intel core i5 8th Gen
Memory	At least 4 GB (1 DIMM) DDR4
Internal Storage	At least 500 GB HDD/320 SSD
Graphic Card	Intel Integrated Graphics at least 1GB
Webcam & Mic	720p HD Webcam & Noise Cancelling Mic
Display	14" with at least 1920 x 1080 resolution LED
Removable Media	DVD-RW Drive (Optional)
Network Connections	10/100/1000 Ethernet 802.11a/b/g/n/ac Wi-Fi card
External Connections / Docking Station	3 or more 3.0 USB ports VGA, HDMI
Battery	At least 3 cell Long Life
Operating System	Preinstalled Genuine Windows 10 Pro/Enterprise 64 bit
Warranty	Yes

2. Standard Laptop Specification:

Features	Description
Processor	Intel core i7 8th Gen
Memory	At least 8 GB (1 DIMM) DDR4
Internal Storage	At least 1TB HDD/500 SSD
Graphic Card	Intel Integrated Graphics at least 2 GB
Webcam & Mic	720p HD Webcam & Noise Cancelling Mic
Display	14" with at least 1920 x 1080 resolution LED
Removable Media	DVD-RW Drive (Optional)
Network Connections	10/100/1000 Ethernet 802.11a/b/g/n/ac Wi-Fi card
External Connections / Docking Station	3 or more 3.0 USB ports VGA, HDMI
Battery	At least 6 cell Long Life
Operating System	Preinstalled Genuine Windows 10 Pro/Enterprise 64 bit
Warranty	Yes

3. Desktop Computer Configuration:

Features	Description
Processor	At least Intel Core i5 CPU, 2.6GHz above
Memory	At least 4 GB RAM (1 DIMM)
Internal Storage	At least 500 GB HDD
Graphic Card	Intel Integrated Graphics at least 1 GB
Removable Media	DVD-RW DL Drive
External Interfaces/connectors	10/100/1000 Ethernet
External Connections / Docking Station	At least one 3.0 USB Ports and VGA, HDMI
Operating System	Windows 10 64-bit (Genuine)
Monitor	18.5" 1920x1080 Resolution
Cameras, Microphones or Headsets and Speakers	Windows Compatible
Warranty	Yes

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Scanner Technical Configuration

4. Standard Scanner Specification:

Features	Description
Type	Flatbed Scanner
Scanning Element	CIS
Light Source	3 color (RGB) LED
Optical Resolution	2400 x 4800dpi
Selectable Resolution	25-19200 dpi
Interface	High Speed 2.0 USB
Maximum Document Size	A4/Letter (216x297mm)
Scan Buttons	PDF, Auto scan, Copy and Send
Supported OS	Windows 10/8.1/8/7 32/64 bit Mac OS X
Warranty	Yes

5. Automatic Feeder Scanner

Features	Description
Type	Desktop Type sheet feeder (Automatic)
Scanning Element	CIS (Contact Image Sensor)
Light Source	3color (RGB) LED
Scanning Side	Both (simplex/duplex)
Document Feeding	Automatic
Scanning Resolution	300 x 300 dpi, 600x 600 dpi and above
Interface	High Speed 2.0 USB
Maximum Document Size	A4/Letter (216x297mm)
Scan Buttons	PDF, Auto scan, Copy and Send
Supported OS	Windows 10/8.1/8/7 32/64 bit Mac OS X
Warranty	Yes

6. Printer Technical Specification

6.1 Black and White Printer Specification:

Features	Description
Type	Multifunction, Automatic Duplex
Function	Printing, Scanning & Copying
Printing speed	High
Resolution	At least 600x600 dpi
Automatic Document Feeder	Yes
Connectivity	High Speed 2.0 USB, Wired and Wireless
Display	Yes
Paper Input	Up to 250 Standard Page
Paper Sizes	A4, Letter, A5, A5 (Long Edge), A6
Power Consumption	Less
Monthly Duty Cycle	Up to 2500 pages
Operating System Support	Windows 10/8.1/8/7 32/64 bit Mac OS X
Warranty	Yes

6.2 Color Printer Specification (Inkjet/Laserprinter):

Features	Description
Type	Multifunction, Automatic Duplex
Function	Printing, Scanning & Copying
Printing speed	High
Resolution	At least 600x600 dpi
Automatic Document Feeder	Yes
Connectivity	High Speed 2.0 USB, Wired and Wireless

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Display	Yes
Paper Input	Up to 100 Standard Page
Paper Sizes	A4, Letter, A5, A5 (Long Edge), A6
Power Consumption	Less
Monthly Duty Cycle	At least 1000 pages
Operating System Support	Windows 10/8.1/8/7 32/64 bit Mac OS X
Warranty	Yes

7. Digital Camera:

Features	Description
Type	Compact system, 18-20 MP
Warranty	Yes

8. Hard Driver

Features	Description
Type	Portable, 1TB
Warranty	Yes

10. Projector

Features	Description
Type	3000 lumens, HDMI and VGA connected, Auto adjustment, 1024x768pixel resolution minimum
Warranty	Yes

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Annex II
Financial proposal/Bidding Form

S.N	Item	Brand	Unit Rate with Vat	Remarks
1	Laptop			
2	Desktop Computer			
3	Scanner			
4	Printer			
5	Camera			
6	Hard Driver			
7	Projector			

Note: Financial proposal shall be submitted in letterhead of the company/firm.