

सुचना प्रकाशन मितिः२०७४।११।२९

एशियाली विकास बैंक (ADB) को अनुदान सहयोगमा सञ्चालित "Capital Market and Infrastructure Capacity Support Project" अन्तर्गत यस मन्त्रालयको Economic & Financial Monitoring & Forecasting System (EFMFS) का लागी आवश्यक IT Equipment हरू खरिद गर्नुपर्ने भएकोले योग्य फर्महरू बाट पन्ध्र (१५) दिन भित्र मिति २०७५। १२। १३ गते १२:०० बजे सम्म अर्थ मन्त्रालयमा यसै साथ संलग्न REQUEST FOR QUOTATION (RFQG) पेश गर्नुहुन यो सूचना प्रकाशन गरिएको छ ।



REQUEST FOR QUOTATION (RFQG)

Project Title: Grant 0252-NEP: Capital Market and Infrastructure Capacity Support Project

Source of Funding: ADB

Contract Ref: MOF-IPFMRP-NCB-01/075-76

Date of Issue of Request: 3rd March 2019

To:			

Sir/Madam:

1. The Ministry of Finance hereby requests you to submit price quotation(s) for the supply of the following items:

- a) Desktop Computer
- b) Laptop Computer
- c) Laptop Computer for Data Processing
- d) Photocopy Machine
- e) Multifunction Printer
- f) Color Laser Printer
- g) Projector
- h) IMAC

Note: The details Specification are in Annex I.

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

- 2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
- 3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : Ministry of Finance, Singha Durbar Kathmandu

Telephone

: 01-4211361, 01-4211301

Fax

: 01-421164

Email:

: procurement@mof.gov.np

- 4. Your quotation in duplicate and written in **English** language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in **English** language for each item quoted, including names and addresses of firms providing after-sales service facilities in **any country**.
- 5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: 27th April 2019 (15 days within issue of request) Time: 12:00 PM

- 6. You shall submit only **one set of quotations** for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
- 7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - (i) PRICES: The prices should be quoted for supply and delivery to Ministry of Finance, Singha Durbar Kathmandu. Prices shall be quoted in the currency of the Purchaser.
 - (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include all necessary Taxes i.e. Custom, Excise & Value Added Tax (VAT) in Nepal.

- (iii) <u>AWARD OF PURCHASE ORDER.</u> The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) <u>VALIDITY OF THE OFFER:</u> Your quotation(s) should be valid for a period of **thirty (30)** days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.
- 8. Further information can be obtained from:

Under Secretary, Administration Division, Ministry of Finance Ministry of Finance, Singha Durbar Kathmandu

Telephone: 01-4211361,014211301

Fax: 01-4211164

E-mail: procurement@mof.gov.np

- 9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within **15** days from the date of submission of quotation.
- 10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

- 11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.
- 12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

Procurement Unit Ministry of Finance





To:	(Purchaser's Name)
	(Purchaser's Address)
We offer to execute Contract) in accordance of	th the Conditions of Contract accompanying this Quotation for the Contract Price
currency)the following Delivery Ti	We propose to complete the delivery of Goods described in the Contract within a from the Date of Signing of the Contract.
Prices and Schedules for	Punnik.

S.N	Item ID	Description	Units	Quantity	Unit Price	Total Price	Delivery Time
1	Desktop Computer	Branded Desktop Computer	Set	3			
	Lanton	Core i7 Laptop Computer	Set	4			
2	Laptop Computer	Laptop for Data processing, Forecasting ,Data Analysis	Set	2			
3	3 Photocopy Machine	Heavy Duty Photocopy Machine	Set	1			
		Multifunction Laser Printer	Set	2			
4	Laser Printer	Color Laser Printer	Set	1			
5	Projector	Projector	Set	1			



Set 1

Note: In addition to the quoted price, the evaluated price shall include all necessary Taxes i.e. Custom, Excise & Value Added Tax (VAT) in Nepal.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.



iMac

21.5" iMac

We are not in the ADB sanctions list.

Email address (optional) _____



THIS AGREEMENT number	made on, 201_, between
(herein	after called "the Purchaser") on the one part and
	(hereinafter called "the Supplier") on the other part.
MUEDEAGUE	
by the Supplier for the supply of g	quotation for (description of goods) to be ereinafter called "Contract") and has accepted the Quotation goods under Contract at the sum of er called "the Contract Price".
NOW THE ACCEPTANT WITH A	
NOW THIS AGREEMENT WITNESSETH AS	
The following documents shall be deemed viz:	to form and be read and construed as part of this agreement,
a) Form of Quotation; Terms and Conditi	ions of Supply, Technical Specifications;
b) Addendum (if applicable);	
the Supplier hereby concludes an Agreem	by the Purchaser to the Supplier as hereinafter mentioned, nent with the Purchaser to execute and complete the supply any defects therein in conformity with the provisions of the
	in consideration of the acceptance of Contract, supply and fects therein, the Contract Price in accordance with Payment
IN WITNESS whereof the parties hereto have (country of Purchaser) on the date indicated all	ve executed the Contract under the laws ofbove.
Signature and seal of the Purchaser: For and on behalf of	Signature and seal of the Suppler: For and on behalf of
Name of Authorized Representative	Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Grant 0252-NEP: Capital Market and Infrastructure Capacity Support Project
Purchaser: Ministry of Finance

1. Schedules for Supply

S.N	Item ID	Description	Units	Quantity	Delivery Time
1	Desktop Computer	Branded Desktop Computer	Set	3	•
		Core i7 Laptop Computer	Set	4	
2	Laptop Computer	Laptop for Data processing, Forecasting ,Data Analysis	Set	2	
3	3 Photocopy	Heavy Duty Photocopy Machine	Set	1	
Machine	Multifunction Laser Printer	Set	2		
4	Laser Printer	Color Laser Printer	Set	1	
5	Projector	Projector	Set	1	
6	iMac	21.5" iMac	Set	1	

- 2. <u>Fixed Price:</u> The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
- 3. <u>Delivery Schedule:</u> The delivery should be completed as per above schedule but not exceeding **15** days from the date of signing of contract.
- 4. <u>Insurance:</u> The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
- 5. <u>Applicable Law:</u> The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
- 6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of rules of the Purchaser's country.
- 7. <u>Delivery and Documents:</u> Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate; and

(iii) certificate of origin.



If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

- 8. <u>Payment:</u> Payment of the contract price shall be made in the following manner:
 - a) 90% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
 - b) 10% upon acceptance of the delivered goods by the Purchaser.
- 9. <u>Warranty</u>: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.
- 10. <u>Defects:</u> All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

 Facility _____

11. <u>Force Majeure:</u> The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications:

Address

(i) Specific details and technical standards

Note: For the details Specification refer to Annex I.

Supplier confirms compliance with above specifications.

13. <u>Failure to Perform</u>: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER:	
Authorized Signature :	
Place:	
Date :	

ANNEX I

ANNEX I 1. Specification of Desktop Computer Of Finance

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Dell, HP, Lenova or Equivalent	3
2	Country of Origin		
3	Form Factor	Small Form Factor	
4	Processor	8th Gen Intel Core i5 (Six Cores, min 3.0Ghz, 9MB cache) or higher	
5	Memory	4GB DDR4 2666MHz or more	
6	Chipset	Intel Chipset	
7	Hard Disk	500GB 7200rpm SATA or more	
8	Optical Drive	DVD-RW	
9	Graphics	Integrated graphics	
10	Monitor	21.5" Full HD with VGA and DVI ports	
11	Expansion Ports	2 PCIe slots or more	
12	Network	Integrated Gigabit ethernet (10/100/1000 Mbps)	
13	Audio	Internal speaker	
14	Mouse	USB Optical Mouse	
15	Keyboard	USB Keyboard - English	
16	Operating System	Preinstalled Genuine Windows 10 Professional 64- bit	
17	Warranty	3 Years Parts and Service Warranty	

ANNEX I



1. Specification of Desktop Computer

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Dell, HP, Lenova or Equivalent	3
2	Country of Origin		
3	Form Factor	Small Form Factor	
4	Processor	8th Gen Intel Core i5 (Six Cores, min 3.0Ghz, 9MB cache) or higher	
5	Memory	4GB DDR4 2666MHz or more	
6	Chipset	Intel Chipset	
7	Hard Disk	500GB 7200rpm SATA or more	
8	Optical Drive	DVD-RW	
9	Graphics	Integrated graphics	
10	Monitor	21.5" Full HD with VGA and DVI ports	
11	Expansion Ports	2 PCIe slots or more	
12	Network	Integrated Gigabit ethernet (10/100/1000 Mbps)	
13	Audio	Internal speaker	
14	Mouse	USB Optical Mouse	
15	Keyboard	USB Keyboard - English	
16	Operating System	Preinstalled Genuine Windows 10 Professional 64- bit	
17	Warranty	3 Years Parts and Service Warranty	

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2. Specification of Laptop Computer of November 1

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Dell, HP, Lenova or Equivalent	6
2	Country of Origin		
3	Processor	Intel Core i7- 8250U 8th Generation Processor, up to 3.4 Ghz, 6MB Smart Cache or higher	
4	Memory	8GB DDR4 2400 Mhz or more	
5	Chipset	Intel SoC (System on Chip) platform	
6	Hard Disk	500 GB 7200 RPM SATA or more	
7	Graphics	Intel Integrated UHD 620 Graphics or higher	
8	Display	14.0" HD Anti-Glare, LED Backlight, 220nits Display	
9	Battery	Integrated Li-ion 45Wh 3 Cell Battery with upto 12 hrs or more	
10	Camera	720p HD webcam or higher	
11	Audio	Dolby HD Audio with 2W*2 Stereo Speakers	
12	Pointing Device	UltraNav Track Point and Touchpad	
13	Keyboard	spill resistant multimedia Fn keys	
14	Security	Power-on Password, Hard Disk Password, Security keyhole, TPM - Trusted Platform Module, TCG 1.2 Compliant	
15	Network	Gigabit ethernet, and Wireless-AC + Bluetooth	
16	I/O Ports	at least 2 * USB 3.1 Gen 1 Ports, 2 * USB 3.1 Type-C Gen1, HDMI 1.4b, Gigabit RJ-45, microSD card reader, side docking connector, security keyhole	
17	Carrying Case	Same Brand Backpack	
18	II Ingrating System	Factory pre-installed Genuine MS Windows 10 Pro 64bit License OS	
19	Weight	Less than 2 Kg	
20	Accessories	Necessary accessories like AC Adapter, Power cord	
21	Warranty	3 Years Parts and Service Warranty	

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3. Specification of Laptop Computer for Data Processing

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Microsoft Surface or Equivalent	2
2	Country of Origin		
3	Processor	Surface Pro 6 i7-8250U	
4	Memory	8 GB DDR4 2400Mhz or more	
5	Hard Disk	512GB Solid-state drive (SSD)	
6	Graphics	Intel® UHD Graphics 620	
7	Display	12.3" PixelSenseTM Display	
8	Exterior	Casing: Signature unibody magnesium design with hidden perimeter venting Colors: Platinum, Black3 Physical buttons: Volume, Power	
9	Security	TPM 2.0 chip for enterprise security Enterprise-grade protection with Windows Hello face sign-in	
10	Cameras, video, and audio	Windows Hello face authentication camera (front-facing) 5.0MP front-facing camera with 1080p Skype HD video 8.0MP rear-facing autofocus camera with 1080p full HD video Dual microphones 1.6W stereo speakers with Dolby® AudioTM Premium	
11	I/O Ports	1 x full-size USB 3.0 3.5 mm headphone jack Mini DisplayPort 1 x Surface Connect port Surface Type Cover port6 MicroSDXC card reader Compatible with Surface Dial*	
12	Wireless	Wi-Fi: IEEE 802.11 a/b/g/n/ac compatible Bluetooth Wireless 4.1 technology	
13	Sensors	Ambient light sensor Accelerometer Gyroscope	
14	Operating System	Surface Pro 6 for Business pre-installed Genuine MS Windows 10 Pro 64bit License OS	
15	Weight	Less than 2 Kg	
16	Battery Life	10 hours of local video playback1 or more	
17	Accessories	Necessary accessories like Power supply,Quick Start Guide Safety and warranty documents	
18	Warranty	1 Years Parts and Service Warranty	

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4. Specification of Photocopy Machine

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Canon or Equivalent	1
2	Country of Origin		
3	Туре	A4 Monochrome Multifunctional Device	
4	Copy /Print speed	A4: 20ppm, A3: 10ppm or more	
5	Copy and Print Resolution	600 x 600 dpi (Copy) or higher	
6	Memory	256 MB or Above	
7	Paper handling	200 sheets + 100 Bypass tray or more	
8	Multiple Copies	999 copies or above	
9	Reduction Enlargement	25% to 400 % in 1% increments/decrements	
10	Automatic 2 sided Copy /print	Required	
11	Scan Speed	20 Sheets per minutes (A4) or more	
12	Scanning Resolution	300 x 300 dpi or more	
13	Network Interface	Ethernet 100Base-Tx / 10Base-T or higher	
14	Other Interface	USB 2.0 X1 Or Higher	
15	Operation system Compatible	Windows® Vista/7/8/8.1/10, Windows® Server 2008/2008R2/2012/2012R2 and Mac Macintosh OS X v10.7 or Later	
17	Warranty	1 Years Parts and Service Warranty	

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5. Specification of Multifunction Printer of No.

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Canon or Equivalent	1
2	Country of Origin		
3	Туре	Desktop	
4	Technology	Laser Technology with Separate Toner and Drum system	
5	Functions	Print,Copy,Scan,Fax	
6	Processor	600MHZ or more	
7	Memory	256 MB or more	
8	Print speed	30ppm A4 or more	
9	Print Resolution	2400 X 600 dpi or higher	
10	Document Feeder	Required	
11	Duplex Printing	Required	
12	zoom	25% to 400%	
13	Monthly Duty Cycle	15000 pages or more	
	Multiple copying	Up to 99 copies or more	
	Paper input capacity	250 sheet or more	
	Mobile capability	Airpirnt	
	Interface	Ethernet 10Base-T/100Base-Tx,IEEE 802.11 b/g/n, USB 2.0	
	Operation system Compatible	Windows® Vista/7/8/8.1/10, Windows® Server 2008/2008R2/2012/2012R2 and Mac Macintosh OS X v10.7 or Later	
	Scan Resolution	1200 X 1200 dpi or higher	
	Scan function	Scan to folder, Twin scanning	
	Warranty	1 Years Parts and Service Warranty	





6. Specification of Color Laser Printer Finance

SN	Description of Items	Required Specification	Quantit
1	Brand/Model	HP or Equivalent	1
2	Country of Origin		
3	Туре	Color Laser Printer	
4	Print speed	A4: 15ppm color or more	
5	Print Resolution	600 x 600 dpi or higher	
6	Memory	512 MB or Above	
7	Paper handling	300 sheets or more	
8	Monthly Duty Cycle	30000 pages or more	
9	Hard Drive	500 MB or more	
11	Interface	USB	
12	Operation system Compatible	Windows® Vista/7/8/8.1/10, Windows® Server 2008/2008R2/2012/2012R2 and Mac Macintosh OS X v10.7 or Later	
13	Warranty	1 Years Parts and Service Warranty	

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7. Specification of Projector

SN	Description of Items	Required Specification	Quantity
1	Brand/Model	Casio or Equivalent	1
2	Country of Origin		
3	Туре	Laser LED Hybrid, Light Source Projector,	
4	Brightness	3500 Lumens or more	
5	Resolution	WXGA Resolution (1280 x 800) pixel or more	
6	Contrast Ration	20000:1 or more	
7	Lamp	No Need to Change Lamp	
8	Light Life	20,000 Hours or more	
9	Speaker	Inbuilt	
10	Internal Storage	2GB or more	
11	Interface	Quick Power On and OFF Interface	
12	I/O Ports	HDMI Type A x 2 /LAN /USB and RS232C or more	
13	Warranty	1 Years Parts and Service Warranty	

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8. Specification of Imac

SN	Description of Items	Required Specification	Quantity
ı	Brand/Model	Apple/21.5-inch iMac with Retina 4K display or Equivalent	1
2	Country of Origin	USA	
3	Processor	3.0GHz quad-core Intel Core i5 (Turbo Boost up to 3.5GHz) or higher	
4	Display	21.5-inch (diagonal) Retina 4K display	
5	Memory	8GB of 2400MHz DDR4 memory	
6	Storage	512GB SSD or more	
7	Graphics	Radeon Pro 555 with 2GB of VRAM	
8	Audio	Stereo speakers Microphone 3.5 mm headphone jack Support for Apple iPhone headset with microphone	
9	Connections and Expansion	3.5 mm headphone jack SDXC card slot Four USB 3 ports (compatible with USB 2) Two Thunderbolt 3 (USB-C) ports with support for: DisplayPort Thunderbolt (up to 40 Gbps) USB 3.1 Gen 2 (up to 10 Gbps) Thunderbolt 2, HDMI, DVI, and VGA supported using adapters (sold separately) 10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector) Kensington lock slot	
10	Wireless	Wi-Fi 802.11ac Wi-Fi wireless networking IEEE 802.11a/b/g/n Bluetooth Bluetooth 4.2 wireless technology	
11	Accessories	Magic Keyboard Magic Mouse 2 Power cord	
13	Warranty	1 Years Parts and Service Warranty	