

# STANDARD BIDDING DOCUMENT

Procurement of Goods (Equipments)

Direct Purchases

For Procurement of All in one Function Ink Tank Colour Printer -1, DOT Matrix Bill Printer -1, Laptop V15 -1, A3 Monochrome Printer -1, 75" Smart Interactive Board -3

Issued on : 2082/05/08

Invitation for Quotations No.:UGC/EG/CMC/G/DP-01/2082/83

Issued

by:

**Chaitanya Multiple Campus**

Banepa-8 Kavre



August 24, 2025 (2082/05/08)



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# Introduction and Instructions

## Introduction

1. This Standard Bidding Documents has been prepared by Government of Nepal (GON), Public Procurement Monitoring Office (PPMO) for use in the public procurement of goods through Direct Purchase. This SBD is to be used for procurement of goods up to the value of Rs.1 million.
2. This Introduction and Instruction part of the SBD should not be incorporated in to the bidding documents of Public Entities (PEs) that may be issued to the Supplier as a part of bid documents. This part is only for the use of Purchaser in order to prepare a proper bidding document.
3. If any provision of this document is in consistent with Public Procurement Act (PPA). 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

## Section I. Invitation for Direct Purchase (IDP)



Name of Supplier / Bidder :

Address of the Supplier :

1. The *Office of Chaitanya Multiple Campus Banepa -8, kavre* invites Priced Quotations for **Procurement of All in one Fuction Ink Tank Colour Printer -1, DOT Matrix Bill Printer -1, Laptop V15 -1, A3 Monochrome Printer -1, 75" Smart Interactive Board -3 to the Office Chaitanya Multiple Campus Banepa -8, kavre** as detailed in attached Specifications and the Schedule of Requirements provided herein.
2. The Price Quotation submitted by the Bidder shall comprise the following:
  - a. Quotation and Price Schedules
  - b. Schedule of Requirements
  - c. Technical Specifications
3. Priced Quotations must be submitted to the office of **Chaitanya Multiple Campus Banepa -8, kavre** on or before **2082/05/22** during office hours of Campus 6am to 10 am.
4. The Bidder shall indicate on the Price Schedule the unit prices (where applicable) and total price of the goods to be supplied under the contract. All duties, taxes and other levies payable by the Supplier/Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
5. Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
6. Submitted Priced Quotations must remain valid for a period of **15 days** after the deadline for submission date.
7. The Bidder shall furnish, as part of its bid, documents establishing the Supplier's/ Bidder's eligibility to bid and qualification to perform the contract if the bid is accepted. Documents to establish such eligibility shall be but not limited to the following:
  - a) Up to date Firm/Company Registration Certificate
  - b) VAT and PAN Registration Certificates
  - c) Tax Clearance Certificate of FY2080/81
  - d) Manufacturer's Authorization Certificate, if required
  - e) Power of Attorney
8. The goods supplied under this contract shall confirm to the Schedule of Requirements and the standards mentioned in the Technical Specification.
9. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day.
10. The Purchaser reserves the right to accept or reject the Sealed Quotations without assigning any reason, whatsoever.

Yours sincerely,

Name of the Purchaser: **Chaitanya Multiple Campus**

Address of the Purchaser: **Banepa -8, kavre**



## Section II. Conditions of Contract

- 1. Definitions**
  - 1.1 In this contract, the following terms shall be interpreted as indicated:
    - a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
    - b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
    - c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;
    - d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
    - e. "The Purchaser" means the procuring entity purchasing the goods;
    - f. "The Supplier" means the organization supplying the goods and services under this contract.
- 2. Technical Specification**

The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.
- 3. Patent Right**
  - 3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trade mark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
- 4. Inspection and Tests**

The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of goods to the Purchaser's premises.
- 5. Packing**
  - 5.1 The Supplier shall provide such packing of the goods as is Required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.

The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.

The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
- 6. Delivery of Goods**

Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.



- 7. Warranty**                      7.1    The Supplier warrants that all the goods supplied under the Contract shall fully comply with the specification laid down in the contract.

The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.

The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.

- 8. Payment**                      8.1    Payment of the goods supplied shall be made in Nepali Rupees after the delivery and installation and commissioning of goods to the satisfaction of the Purchaser.
- 8.2    Payment shall be made within fifteen (15) days of receipt of the goods and upon submission of claim supported by the acceptance certificate issued by the Purchaser. .
- 9. Prices**                        9.1    Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its price quotation.
- 10. Insurance**                      The Purchaser will be responsible for taking out any appropriate insurance coverage.
- 11. Governing Language**                      The Governing Language shall be: Nepali or English
- 12. Applicable Law**                      12.1 The applicable laws shall be Laws of Nepal.
- 13. Notices**                        13.1 Purchaser's address for notice purposes : Chaitnay Multiple Campus Banepa -8, kavre  
13.2 Supplier's address for notice purposes:.....
- 14. Taxes and Duties**                      14.1 The Supplier shall be entirely responsible for all taxes, duties, Licence fees and other such levies imposed by the GoN.
- 15. Operation, Maintenance and Spare-parts Manuals**                      The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).
- 16. Conduct of Suppliers**                      The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.
- The Supplier shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. Give or propose improper inducement directly or indirectly,
  - b. Distortion or misrepresentation of facts
  - c. Engaging or being involved in corrupt or fraudulent



- practice
- d. Interference in participation of other prospective bidders.
  - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..
  - g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract

### **17. Blacklisting Supplier**

The GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:

- a. If it is proved that the supplier committed acts pursuant to the Sub - clause 16.2,
- b. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,
- c. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.

17.2 A Supplier declared black listed and in eligible by the GoN shall be in eligible to bid for a contract during the period of time determined by PPMO.

### **18. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.



### **Section III. Schedule of Requirements**

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery to the final destination where the Goods is required to be delivered.


<b>Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Place of Delivery</b>	<b>Delivery Schedule</b>
1	<b>All-in-one Function Ink Tank Color Printer</b>	1	Chaitanya Multiple Campus	7 days after contract agreement
2	<b>DOT Matrix Bill Printer</b>	1	Chaitanya Multiple Campus	7 days after contract agreement
3	<b>Laptop V15</b>	1	Chaitanya Multiple Campus	7 days after contract agreement
4	<b>A3 Monochrome Printer</b>	1	Chaitanya Multiple Campus	7 days after contract agreement
5	<b>75" Smart Interactive Board – Designed For Seamless Collaboration, Engaging Presentations and Enhanced Learning (Google EDLA Certified)</b>	3	Chaitanya Multiple Campus	7 days after contract agreement



## Section IV. Technical Specifications

### Technical Specifications

Item No.	Name of Goods or Related Services	Technical Description, Specifications, and Standards	Bidders proposed	Reference page no./ Catalogue page no.	The bidders shall state as Fully complaint/ Partially complaint/ Non complaint
			proposed technical description, specification and standard		
1	2	3	4	5	6
1	<b>All-in-one Function Ink Tank Color Printer</b>	<p><b>Multifunctional Printer</b>            Refillable Ink Tank All-In-One for High Volume Printing            Designed for high volume printing at low running cost</p> <ul style="list-style-type: none"> <li>• Print, Scan &amp; Copy</li> <li>• ISO Standard print speed (A4): 8.8 images per minute (mono) / 5.0 images per minute (colour)</li> <li>• Photo Speed (10.16 x 15.24cm): 60s (borderless)</li> <li>• <b>Compatible Ink</b>            Printing Resolution 4 800 (horizontal)*1 x 1 200 (vertical) dpi</li> </ul> <p>General Specifications            Operation Panel Display LCD (3.04cm segment mono)            Interface USB 2.0 Hi-Speed Paper Output Tray A4, Letter = 50, Legal = 10</p>			
2	<b>DOT Matrix Bill Printer</b>	<p>Print Method: Impact dot matrix            Control Panel: 4 switches and 5 LEDs            Print Direction: Bi-direction with logic seeking            Number of Pins in Head: 24 pins            Control Code: ESC/P2 and IBM PPDS emulation            MTBF: Approx. 10,000 POH (25% Duty)            Print head Life: Approx. 400 million strokes/wire            Mean Print Volume Between Failure (MVBF):            Approx. 20 million lines (Except print head)</p>			

3	<b>Laptop V15</b>	16GB RAM/ 512GB NVMe SSD/ 15.6" FHD Display			
4	<b>A3 Monochrome Printer</b>	<b>BH-165EN B/W Photocopier Machine + Genuine TN-116 Toner Cartridge</b> <ul style="list-style-type: none"> <li>- Superior usability of new operation panel</li> <li>- Powerful Functions Packed into a 3-in-1 Design (Copier/Printer/Scanner)</li> <li>- Compact &amp; lightweight design occupies minimal space</li> <li>- Industry-leading eco performance</li> <li>- Superior Image Quality Regardless of Document Type</li> <li>- Facilitates paper feeding and cartridge Preplacement.</li> <li>- Network Printing</li> <li>- Scan-to Functions</li> </ul> Size: A3 to A5 (11" x 17" to 5-1/2" x 8-1/2"), Max. A3 (11" x 17") Copy Speed: bizhub 165en: 16 ppm			

5	<b>75" Smart Interactive Board – Designed For Seamless Collaboration, Engaging Presentation and Enhanced Learning</b> <b>75" Smart Interactive Whiteboard</b> <b>xLabXL-</b>	Display Size: 75 inches Screen type: LCD screen (A regulation) Backlight type: D-LED Display area: 1649.66(H) x 927.94(V) mm Resolution: 3840 x 2160 (UHD) Brightness: 450 cd/m <sup>2</sup> Response time: 7ms Contrast: 5000:1 Frequency: 60Hz Color gamut: 72% NTSC (CIE 1931) Viewing angle: 178° (H/V) Service life: > 50,000 hours Android system chip: V100 CPU: Octa-core A55 1.2GHz, up to 1.5GHz GPU Mali G52 MC2_600MHz Running Memory: 8GB Storage: 128GB Option .System Android 14.0 system .Kernel 5.10 .Media media file format Video: Supports mainstream video formats such as MPEG1, MPEG2, MPEG4, H.264, WMV, MKV, TS, flv, etc			
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	<b>SB75I-75 InchSmart Interactive White board- Android 14.0, 8/128GB, 48mp Camera Google EDLA Certified</b>	<p>. Audio: Support MP3 and other audio formats Pictures: Supports JPG, JPEG, BMP, PNG, GIF and other picture formats Text: txt Camera (Optional): 13mp Camera and 6 array microphone Touch specifications Infrared touch box Touch points 20 points touch Response time ≤15ms Point accuracy More than 90% of the touch area is ±2mm Machine parameters weight Net weight: **kg Gross weight: **kg Bare metal size 1709(H)×1020(W)×88(D)mm Shell material (face frame/rear Aluminum alloy/sheet metal) Shell color (face frame/rear black gray) Wall mounting holes spacing 800*400mm Wall mounting hole screws 8*25mm switching power supply AC100-240V~(+/-10%), 50/60Hz Power interface Standard 220V Machine power consumption 450W Operating temperature 0°C ~ 50°C Storage temperature -20°C ~ 60°C 8 GB 128GB option camera 13mp camera and 6 array microphones Appendix 1. Product manual* 12. Power cord* 13. Warranty card* 14. Certificate* 15. WIFI head* 16. Wall mounting bracket + wall mounting screws* 1 set certified product Ccc, energy saving certification, environmental system certification</p>			
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## Section V. Sample Forms

### 1. Price Quotation and Price Schedules

Date:

To:

Gentlemen and /or Ladies:

Having examined the Direct Purchase (DP) documents, we the under signed, offer to supply and deliver **(All in one Fuction Ink Tank Colour Printer -1, DOT Matrix Bill Printer -1, Laptop V15 -1, A3 Monochrome Printer -1, 75" Smart Interactive Board -3)** in conformity with the said DP documents for the sum of *[total amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation.

We undertake, if our Price Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this price Quotation for a Period of **15** days from the last date fixed for submission of the Price Quotation..

Until a formal Contract is prepared and executed, this Price Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Price Quotation you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Price Quotation for and on behalf of \_\_\_\_\_

## PriceSchedule



**Project Name: Procurement of All in one Fuction Ink Tank Colour Printer -1, DOT Matrix Bill Printer -1, Laptop V15 -1, A3 Monochrome Printer -1, 75" Smart Interactive Board -3) and supply to the office of Chaitanya Multiple Campus Banepa-8, kavre**

**Project ID : UGC/EG/CMC/G/DP-01/2082/083**

### Bill of Quantity (BOQ)

Number	Description	Unit	Quantity	Rate NRs		Amount
				In Figure	In Words	
1	All-in-one Function Ink Tank Color Printer	Pc	1			
2	DOT Matrix Bill Printer	Pc	1			
3	Laptop V15	Pc	1			
4	A3 Monochrome Printer	Pc	1			
5	75"Smart Interactive Board – Designed For SeamlessCollaboration, EngagingPresentations and Enhanced Learning (Google EDLA Certified)	Pc	3			
<b>Sub Total</b>						
<b>13% VAT@ Sub Total</b>						
<b>Grand Total</b>						

Name and Address of Bidder: \_\_\_\_\_

Signature and Seal of Bidder:



## 2. Form of Agreement

THIS AGREEMENT made the day of \_\_\_\_\_ 20 between *Chaitanya Multiple Campus* (here in after called “the Purchaser”) of the one part and(.....)of ..... of *Supplier* (here in after called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Priced Quotation for certain goods and ancillary services, viz(**All in one Fuction Ink Tank Colour Printer -1, DOT Matrix Bill Printer -1, Laptop V15 -1, A3 Monochrome Printer -1, 75" Smart Interactive Board -3**) and has accepted a Price Quotation by the Supplier for the supply of those goods and services in the sum of NRs ..... (here in after called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Price Quotation Formand the Price Schedule submitted by the Supplier;
  - b. The Schedule of Requirements;
  - c. The Technical Specifications;
  - d. The Conditions of Contract; and
  - e. The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects there in in conformity in all respects with the provisions of the Contract.
4. The Purchaser herebycovenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
5. TDS (1.5% of the amount before VAT) and 30% of VAT will be deduct from the amount of the bill and deposite to the tax office.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

Name:

Designation:

Sign:

Seal:

On behalf of the Supplier

Name:

Designation:

Sign:

Seal: