

## CALL FOR BID

<b>Title of Service</b>	<b>Supply of Printer &amp; Shredder Machine</b>
<b>Project Name</b>	<b>BUILDING Energy Efficiency in Nepal (BEEN)</b>
<b>Funding Agency</b>	<b>European Union under SWITCH-Asia Programme</b>
<b>Applications Calling Office</b>	<b>MinErgy Private Limited</b>
<b>Address</b>	<b>Dakshinkali Chowk, Lagankhel-5, Lalitpur</b>

## TERMS OF REFERENCE (TOR) FOR SUPPLIES OF PRINTER AND SHREDDER MACHINE

### 1. Project Background

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal (MinErgy); Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from European Union under the SWITCH-Asia Programme. BEEN seeks to contribute to achieving low-carbon and resource efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in the design and construction of new buildings as well as in retrofitting of existing buildings. This project supports the realization of Sustainable Development Goals and aims to foster responsible consumption and production of resource-efficient building materials in Nepal.

BEEN intends to achieve the overall objective through enhancing the capacity of BUILDING MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction, and/or retrofitting, and increasing awareness of Building MSMEs and end users to create a market system for the promotion and use of EE building design. It also seeks to coordinate with the federal, provincial, and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

BEEN is currently seeking the suppliers to supply the multifunctional printer and the paper shredder machine for the Lalitpur Office.

### 2. Minimum requirement specification of printer & shredder machine

#### 2.1 Multifunctional Wireless B/W Printer - 1 set

- **Functionality**
  - B/W Laser Printer
  - Duplex printing (double-sided)
  - Paper sizes: Minimum A3, A4 and B5
  - Print resolution: Maximum 1200 x 1200 dpi
  - Print speed: 30- 40 ppm (A4); Auto-Duplex: 25-30 ppm (A4)
  - Paper Input : 500 – 1500 sheets
  - Monthly Duty Cycle: Minimum 25000 - 30,000 prints
  
- **Other functionalities**
  - Copier
  - Duplex ADF and 2-Sided Scan (flatbed and/or automatic document feeder)
  - Connectivity: Wi-Fi, Network, USB 2.0, Mobile (Optional)
  - Scan to USB, Scan to PC, Scan to Cloud, Send to Email Function

- **Performance**
  - Reliable and efficient operation
  - Low running costs (toners/ink cartridges)
  - Low energy consumption
  - Quiet operation & easy to handle
  
- **Compatibility**
  - Operating System: Windows OS, Windows Server, Mac OS, Linux OS
  - Easy to configure and use
  - Drivers and software readily available
  
- **Support**
  - Minimum 1 Year Warranty coverage
  - Minimum 1 Year local service and support
  - User manuals and online resources

## 2.2 Multifunctional Wireless B/W & Color (Both) Multifunction Printer - 1 set

- **Functionality**
  - B/W and Color inkjet Printer
  - Duplex printing (double-sided)
  - Paper sizes: A4 Borderless
  - Print resolution: 4800 x 1200 dpi
  - Print speed: 8-10 PPM (Black), 5-8 PPM (Color)
  - Page yield: As per ISO standards
  - Paper compatible: A4 / A5 / B5 / Letter / Legal / 10.16 x 15.24cm / 12.7 x 17.78cm / Business Card
  - Paper Supported : Plain Paper, Photo Paper plus Glossy II (PP-201), Photo Paper Plus semi-gloss (SG-201), Glossy Photo Paper "Everyday Use" (GP-508), Matte Photo Paper (MP-101), Photo Paper plus Glossy II (PP-208)
  
- **Other functionalities**
  - Copier
  - ADF Scan (flatbed and/or automatic document feeder)
  - Connectivity: Wi-Fi, Network, USB 2.0, Mobile (Optional)
  - Scan to PC
  
- **Performance**
  - Reliable and efficient operation
  - Low running costs (toners/ink cartridges)
  - Low energy consumption
  - Quiet operation & easy to handle

- **Compatibility**
  - Operating System: Windows OS, Windows Server, Mac OS, Linux OS
  - Easy to configure and use
  - Drivers and software readily available
  
- **Support**
  - Minimum 1 Year Warranty coverage
  - Minimum 1 Year local service and support
  - User manuals and online resources

### 2.3 Paper Shredder Machine - 1 set

- **Functionality**
  - Security Levels: Level 3 or level 4
  - Shred capacity: 10 - 15 A4 Paper / CD / card
  - Shred size: under 2mm
  - Shred type: cross cut
  - Entry width: 220 mm
  - Shred speed: 2.2m/Min
  - Bin Capacity: 15-30 Litre
  - Duty cycle: Continuous 15 - 30 minutes
  
- **Performance**
  - Reliable and efficient operation
  - Low running costs
  - Low energy consumption
  - Quiet operation & easy to handle
  
- **Support**
  - Minimum 1 Year Warranty coverage
  - Minimum 1 Year local service and support

### 3. Delivery and Installation

The supply & installation should be completed within as per below timeline from date of issue of purchase order.

Deliverable	Timeline
Issue of purchase order	23th January, 2024
Supplies & setup of printer & shredder	26th January, 2024
Training for users	26th January, 2024

#### 4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Technical Criteria	80%
Financial Criteria	20%

a. Technical criteria comprise of

<i>Technical Criteria</i>	<i>Maximum Points</i>
	100
Organization experience	25
Functionality of printer & shredder	30
Performance of printer & shredder	30
Support & warranty of printer & shredder	15

b. Financial criteria

The suppliers are requested to submit the price of equipment inclusive of all applicable taxes in Nepalese Currency.

#### 5. Cumulative Ranking Criteria

- The proposal shall be ranked according to their combined technical and financial score.
- Cumulative Score = Technical Score \* 80% + Financial Score \* 20%
- The suppliers achieving the highest combined technical and financial score will be invited for further discussion.

#### 6. Budget and mode of payment

The supplier is requested to submit a quote in Nepalese currency for each equipment. The cost must be inclusive of all applicable taxes. The payment will be made after the successful installation of equipment and approval by the BEEN Project.

#### 7. Submission of Proposals

Experience:

- Minimum 5 years of experience in supply of office equipment in NGOs, INGOs, Government and multinational companies.

## Instruction for Submission of proposals

- This RFP is open to all eligible firm / supplier / company.
- RFP application should contain following documents:
  - i. Organization Documents
    - Copy of company/firm registration certificate
    - Copy of VAT /PAN registration certificate
    - Copy of tax clearance certificate of Fiscal Year 2079/80 (tax extension acceptable)
    - Copy of authorize distributor letter for Nepal (If applicable)
  - ii. Technical Proposal
  - iii. Financial Proposal
- RFP documents shall be submitted via mail by 5:00 PM by 17th January, 2024 attaching all the documents and writing a mail to [info@beenproject.org](mailto:info@beenproject.org) with subject line “*To Supply Printer & Shredder Machine*”
- Partial offers will be accepted.
- Document received after the closing time for submission of proposals shall not be considered for evaluation.
- The proposal, and all related correspondence exchanged by the proponent shall be in English language.
- The proponents are expected to examine in detail the documents constituting this RFP.
- Deficiency in providing the information required for scoring will result in rejection of a proposal.

## Preparation of Proposal

The proposal shall have two components:

- a) the Technical Proposal
- b) the Financial Proposal

### a) Technical proposal

Technical proposal should comprise of the following documents:

- An application letter in Annex 1
- Applicant’s information should be filled in the format of Annex 2
- Specific experience in the past 5 years should be filled in Annex 3.
- Specification of printer & shredder machine in Annex 4.
- The technical proposal shall not include any financial quote.

### b) Financial Proposal

- Application letter for financial proposal should be filled in the format of Annex 5
- Price details of each equipment inclusive of all applicable taxes in Nepalese currency. Annex 6

## 8. Force Majeure

Force Majeure denotes those events, which are beyond the reasonable control of a party and which make a party's performance of its obligation under this agreement impossible or so impractical as reasonably to be considered impossible in the circumstances. Such events include, but are not limited to, earthquakes, lightning strikes, fire, war, invasions, riots, sabotage, explosions, and strikes.

- A party claiming Force Majeure may not be considered to be in default.
- A party claiming Force Majeure shall notify in writing the other party of such a Force Majeure no later than seven days of such event.
- This agreement may be terminated if a force majeure event continues for more than one month

## 9. Termination of Work

MinErgy reserves full rights to terminate the contract

- If there is a breach of any provision of this Agreement or the repeated failure to fulfill any duty, obligation, or direction by either party shall be sufficient cause for termination of this Agreement with immediate effect.
- Either party can terminate this agreement within two weeks before written notice.
- Upon termination, this Agreement shall be of no further force and effect and neither party shall have any further right or obligation hereunder; provided, however, that no termination shall modify or affect the rights and obligations of the parties that have accrued before termination.

## 10. Acceptance of Proposal

MinErgy reserves the right to approve or disapprove any proposal. If needed, the content writer will be asked for modifications and presentations of the proposal before approval.

## 11. Principal Point of Contact

Any queries regarding this call should be sent by email to [info@beenproject.org](mailto:info@beenproject.org) by 10<sup>th</sup> January 2024 & response to those queries will be collectively sent by 12<sup>th</sup> January 2024.

## Annex 1: Letter of Application

Date: .....

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

1. We “*the Applicant name*”, having reviewed and fully understood all the information provided, hereby submit the technical proposal for supply printer & shredder machine.
2. MinErgy Pvt Ltd and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application.
3. We declare that -we have no conflict of interest in the proposed procurement proceedings by MinErgy Pvt Ltd and we have not been punished for an offense relating to the concerned profession or business.
4. We declare that we have not been blacklisted for this service.
5. We declare that no case of corruption is pending against us.
6. We, the undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name of Applicant:



## Annex 2: Applicant's Information Form

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business:
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
10. Total number of staff:
11. Number of professional staff:

## Annex 3: Applicant's Specific Experience

Details of similar assignments undertaken

### Assignment 1:

Assignment name	Name of Client:
Country: Location within country:	Supply equipment details & quantity:
Approx. value of the services provided by supplier under the contract (in current NRs)	Name of joint supply work, if any:
Description of assignment	
Description of actual services provided in the assignment:	

## Annex 4: Specification of printer & shredder machine

## Annex 5: Financial Proposal

Date: .....

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

We, the undersigned, offer to supply the *Printer and shredder machine* in accordance with your Request for Proposal (RFP) dated 8th January, 2024 . Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is inclusive of the local taxes, which we have estimated at [*Amount(s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations.

We acknowledge and accept the Minergy's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the MinErgy as a result of this Proposal or not. We confirm that we have read, understood and accept the contents of the Terms of Reference (TOR) and other attachments and inclusions included in the RFP.

We understand you are not bound to accept any Proposal you receive.

The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name:

For and on behalf of (name of Applicant):

Official Stamp

## Annex 6: Price details of equipment