



INFORMATION FOR BIDDERS

Bid Number: TEN/A/2015/011

Bid Submission Date: 10/06/2015 1100hrs

Bid Submission Address: AASANDHA COMPANY. LTD.
FEN BUILDING, 3RD FLOOR,
AMEENEE MAGU, MALE'

Aasandha Company Ltd. is seeking bids to buy stationeries for the company. Please ensure that all bids comply with the instructions, failure to comply with the instructions may result in disqualification of bid.

General Instructions

All clarifications to the bid information document, can be clarified during the Pre-bid meeting which will be held on Wednesday, 03rd of June 2015 at 11:00 am at the conference room of Aasandha Company Limited office located in Ameenee Magu, Fenbuilding, 3rd floor.

Submission of Bids

- Bids should be submitted on paper by a representative of the vendor at the designated time and location. No electronic or faxed Bids will be accepted.
- Price Bid page(s) should be signed/stamped by the vendor.
- Bids which do not comply to the mandatory requirements specified in this document will **not** be considered for final evaluation.
- All prices must be stated in Maldivian Rufiyaa, and must include any taxes and other charges.
- All bids must be submitted in a sealed envelope.
- Company profile, along with related past experience should be included in the proposal.
- The envelopes must bear the name of the company submitting the bid, and must be addressed to the bid submission address indicated below.
- All Bids should be addressed as follows:

Ahmed Nadheem
Manager – Corporate Affairs
AASANDHA Company Ltd.
FEN BUILDING, 3rd FLOOR, 20375
AMEENEE MAGU, MALE'
BID REFERENCE: TEN/AD/2015/011

Bid Submission Meeting

- All vendors are allowed to present Bids at the closing time specified below. Attendance at the clarification meeting is a requirement to qualify for submission of a Bid.
- Bids should be submitted on **10th June 2015 at 1100hrs**, at the following location.

AASANDHA Company Ltd. (Conference Room)
FEN BUILDING, 3rd FLOOR, 20375
AMEENEE MAGU, MALE'
TEL : 3011418 / 3011464

- Vendors are advised to arrive early for the Bid submission meeting, as vendors will **NOT be allowed** to submit any Bids after the time specified above.
- Vendors will be required to fill out the attendance form and note their prices at the Bid submission meeting. For this reason please ensure that all Bids clearly identify the total price.

Other Important Information

- Bids will be evaluated and awarded according to the evaluation guideline.
- Bids should be valid for at least 30 days from date of submission.
- **Please note that vendors who do not provide easily viewable total cost may be disqualified and price will not be noted.**
- **Please note that vendors who do not provide a cost at time of opening the bid may be disqualified and price will not be noted.**
- **Price for the bidding section should be clearly indicated. Bid will be awarded section wise. Vendor has choice to bid for all sections or any section(s) vendor wants.**
- **Please specify the brands of the respective products with the price.**

Total of 100 Points are awardable. Broken down as follows:

Category	Weight (%)
Price	40
Quality	40
Duration	20

Delivery of Items and Penalties

- Counting of delivery dates will start on the day the bid is awarded and award agreement is handed over to the vendor.
- Delivery period should be stated in calendar days, inclusive of weekends and public holidays (not only working days).
- If delivery deadline falls on a working day (Sunday-Thursday) latest delivery time should be 4:00pm.
- If delivery deadline falls on a public holiday delivery deadline will be extended to next working day 4:00pm without penalty.
- Vendors who bid must agree for free doorstep delivery to any location in Male'. Vendors must also agree that an order may be split up for delivery to multiple locations in Male'. (eg: 10 units to one location, 10 units to another location in Male') if requested by AASANDHA Company Ltd.
- Failure to deliver within set deadline will result in the following penalties.
 - **1.5%** of total section price as awarded will be deducted per day starting on the date after delivery deadline date.
 - Delivery delays longer 14 days will result in bid-cancellation as non-delivery of items.
 - If bid is cancelled due to non-delivery, vendor may be disqualified from future contracts and purchases due to non-performance by the Purchase Committee for a period of 03 months maximum.

- Vendor may apply for an extension of delivery date in writing stating the reasons for extension. AASANDHA Company Ltd. will provide the response to the request in writing as well.
- Extended deadlines are still subject to price deduction but exempt from cancellation.

SECTION 1 / Stationery Items

No	Item	Description	Qty	UOM
1	A4 Envelope	A4 size	5000	Nos
2	Envelope	4x9	5000	Nos
3	Uniball Pen	Black	100	Nos
4		Blue	100	Nos
5	Cello Gripper	Blue	200	Nos
6		Black	200	Nos
7	Cello Gripper	Red	100	Nos
8	Pencil	HB	300	Nos
9	Cello Tape	Big	300	Nos
10	Post Note	75mmx75mm	200	Nos
11	Paper Clip	25mm	100	Pcs
12	Staples	Max No.10	500	Nos
13	Rubber Folder file	Red	100	Nos
14	Stapler	Max 0.10	50	Pcs
15	Tray	3 Tier	15	Nos
16	Rubber pocket file	Red	200	Nos
17	Rubber band	10000 grams	34	Pkt/Box
18	Monitor Book	300 pages	100	Nos

SECTION 2 / Drums and Toners

No	Item	Description	Qty	UOM
1	Brother HL 5450	DRUM-3355	5	Nos
2	Brother HL 5450	TONER-3350	5	Nos
3	Brother HL 5350 DN	DRUM-3215	5	Nos
4	Brother HL 5350 DN	TONER-3290	20	Nos
5	Brother 5350 DN	TONER-2280	10	Nos
6	Brother 5350 DN	DRUM-2255	5	Nos
7	Brother - MFC L2L00DW	DRUM – 2355	10	Nos
8	Dell-B1260DN	331-7328 RWXNT	10	Nos
9	Brother MFC-7860DW	DRUM-2250	5	Nos
10	Xerox workcentre 4250	Toner reorder no 106R01410	5	Nos
11	Xerox workcentre 3220	Toner reorder no 106R01486	5	Nos
12	Xerox workcentre 3325	Toner-106R02312	5	Nos
13	Dell 1130	Toner - 113X	5	Pcs
14	HP Laser Jet 1320	Toner- 49A	5	Nos
15	Toshiba E Studio	Toner- T4590D	5	Nos

SECTION 3 / Photocopy Paper

1	A4 Paper	80 GSM	300	Box
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NOTE: We would like to enlighten all the vendors about the fact that, in addition to supplying the items we would desire for the parties who wins the Section 2 and Section 3 to store the items and deliver the commodities up on request.