



INFORMATION FOR BIDDERS

Bid Number: TEN/AD/2015/016

Bid Submission Date: 23/06/2015 1100hrs

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

Aasandha Company Ltd. is seeking bids to service and maintain the company's Air conditioners. 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, 09th 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/2015/016

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 **23rd June 2015, 1100hrs** at the following location.
AASANDHA Company Ltd. CONFERENCE ROOM

FEN BUILDING, 3rd FLOOR, 20375

AMEENEE MAGU, MALE'

- 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.**
- **Vendors have to bid for complete work; any bids which only quote for part of the work will be disqualified from the section.**

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

Price	60%
Experience	20%
Qualified and Trained Staff	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.

Minimum Requirements

- It is mandatory for the company to be registered in MIRA.
- Company Registration should be provided.
- Company's profile must be submitted.
- Company must have an experience of providing the specified service for atleast one year.
- It's obligatory for the staffs of the company to be certified and qualified in the required field.

DETAILS OF AIRCONDITIONERS

Qty	AC brand	AC Type	Location
2	Panasonic	Ceiling	Call Centre
3	Panasonic	Ceiling	Office area
2	Panasonic	Ceiling	Customer Service
1	Panasonic	Ceiling	Meeting Room
1	Hitachi	Wall	Tea Room
3	Panasonic	Wall	IS (Staff Area)
2	Hitachi	Wall	IS (Staff Area)
1	Hitachi	Wall	IS- Godown (small)
2	Panasonic	Wall	IS- Godown (small)
1	Panasonic	Wall	Server Room
1	Hitachi	Wall	IS- Assistant Managers Room
1	Hitachi	Wall	Tea Room

