

Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Procurement of Access control system equipment. A local competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2022/062 Procurement of Access control system equipment
Eligible Bidders	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none"> - Companies/Partnership - Sole Proprietors
B. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	The Bidder shall submit the following completed documents with its Bid: <ul style="list-style-type: none"> Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
Bid Prices and Currency	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa</i> . Including GST at the time of current rate
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.

Acceptance of Bids	BML shall not accept bids before or after the specified closing time.
Location, date and Time	For bid submission Bank of Maldives, Head Office 5 th Floor, Meeting Room Island: Male' The deadline for bid submission: Date: 24 th October 2022 Time: 10:00 am (Maldivian Standard Time)
Contact details for further information	Please contact; Procurement Department, Telephone: 3015359, 3015349 Email address: openbidding@bml.com.mv
Bid Opening	BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.
E. Evaluation, and Comparison of Bids	
Confidentiality	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
Documents Establishing the Qualifications of the Bidder	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted.
F. Award of Contract	
Award Criteria	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.

Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria

Price	80%
Delivery	10%
Vendor Performance/Background	10%

Eligibility:

- Should submit reference letters within 1 year experience in the related field.
- Must provide Hikvision reseller certificate for Access Control Systems.

Note:-

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Representatives from companies submitting proposals must submit a board resolution on company's behalf.
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

Form 1 - Schedule of Requirement

(Not Applicable)

Form 1 A

List of Goods and Related Services

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Procurement of Access control System equipment			

Form 1 C Specifications

Device Specifications and details

#	Description	Model/Brand
1.	Network Access Controller Terminal	DS-K1T341CMF
2.	Power Supply including battery	SOCA
3.	Electric Bolt Lock with Cylinder	SOCA - SL-130U
4.	Secure Control Unit	DS-K2M060

#	Description	Qty
1.	Network Access Controller Terminal DS- K1T341CMF	60
3.	Sensor Exit Button	60
4.	SOCA Power Supply(battery Supported) with Battery	120
5.	Cable Protector Door Loop	60
6.	SOCA Electric Bolt Lock with Cylinder SL-130U	60
7.	Secure Control Unit DS-K2M060	60
8.	Access Control Device License	60

Requirement

The firm should be a company/agency that provides technical support. The firm should have capacity and experience in installing Hikvision Access Control Systems.

- The vendor must install the electric socket for the Access Control Systems (Price to be included within installation charges)
- Vendor should provide an uplink cable in every access control system installing locations.
- Any necessary works (such as Welding, modification of lock, etc.) which may need to be done on site, should be included in the Installation price
- All Door Connections should be done including the Secure Control Unit
- All works related to Installation should be covered
- Cat 6 Cables should be used in every location
- Vendor should sent an expert in field related to Access control works (includes Door cutting and power connections)
- Vendor should have a minimum 1 year experience in this field
- Make sure no products are damaged before handing over
- Should provide 01-year warranty and free one year after sale services in Access Control Systems
- Alarm Input of the Lock should be connected to the Hikcentral Software (should be able to use alarm input of the lock)
- Should deliver the products on their offered duration
- Launch trip(s) and air ticket charge(s) should be included in transportation charges
- Travel plan should be agreed prior 1 day with Physical Security Department
- Vendor should provide cost for installation expenses and product price separately.
- Vendor should include the amount of employees involved in the work in the quotation.

Form 2 – Bidding Forms

Table of Forms

A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.

Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2022/062*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	

Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2022/062*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____
_____;
- (b) The total price of my/our Bid, is: _____
_____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.

Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	Qty	Unit Price (MVR)	Total (MVR)
1.	Network Access Controller Terminal DS- K1T341CMF	60		
3.	Sensor Exit Button	60		
4.	SOCA Power Supply(battery Supported) with Battery	120		
5.	Cable Protector Door Loop	60		
6.	SOCA Electric Bolt Lock with Cylinder SL-130U	60		
7.	Secure Control Unit DS-K2M060	60		
8.	Access Control Device License	60		
9.	Installation & Other Accessories Charges	46		
10.	Accessory charges for Wood and Aluminium Door works	35		
11.	Accessory charges for Steel and Grilled Door works	11		
12.	Transportation and Accommodation charges	46		
Total (MVR)				
GST 6%				
Grand Total (MVR)				

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms
 - Quotation validity period
- Proposal with multiple options (other than specified above) **WILL NOT** be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).
- No advance payment.

REQUEST FOR PROPOSALS

Background

Bank of Maldives PLC (BML) was inaugurated on November 11, 1982 and is the leading financial institution in the Maldives. BML is a full-service bank engaging across a complete spectrum of personal, SME and corporate financial services. With a nationwide network of 37 branches across all 20 atolls, 43 Self Service Banking Centers, 103 ATMs, 6300 Point of Sale Merchants, 277 agents and a full suite of Digital Banking Services, Bank of Maldives is committed to supporting individuals, businesses and communities across Maldives.

Bank of Maldives is the innovative leader of the financial industry and is increasing its use of technology to provide convenient, accessible and secure banking services.

Scope of Work:

- Supply and Installation of Access Control System at 32 locations.

Objectives:

As part of our plans to expand and upgrade the security of our company, and to make a safe and secure workplace, the bank seeks a vendor to:

- Supply 60 Access Control Systems
- Install 46 Access Control System throughout 32 BML Locations

Eligibility:

- Hikvision reseller certificate must be provided for Access Control Systems
- The firm should have capacity and experience in installing/providing technical support for Hikvision Access Control Systems - Profile
- Bidders should submit 1 reference letter which should be within past 3 years.

Requirement

- All works related to Installation should be included in the proposal.
 - Vendor should provide an uplink cable in every access control system installing locations.
 - Any necessary works (such as Welding, modification of lock, etc.) which may need to be done on site, should be included in the Installation price
 - All Door Connections should be done including the Secure Control Unit
 - Cat 6 Cables should be used in every location
- Vendor should assign works related to Access control system installation to expertise in the field (includes Door cutting and power connections)
- Should provide 01-year warranty and free one year after sale services in Access Control Systems
- Alarm Input of the Lock should be connected to the Hikcentral Software (should be able to use alarm input of the lock)
- Launch trip(s) and air ticket charge(s) should be included in transportation charges
- Travel plan should be agreed prior 7 with Physical Security Department
- Vendor should provide cost for installation expenses and product price separately.
- Vendor should include the amount of employees involved in the work in the proposal.

Evaluation Criteria:

Price	80%
Delivery	10%
Vendor Performance/Background	10%

Eligibility:

- Should submit reference letters within 1 year experience in the related field.
- Must provide Hikvision reseller certificate for Access Control Systems.

Device Specification:

#	Description	Model/Brand
1.	Network Access Controller Terminal	DS-K1T341CMF
2.	Power Supply including battery	SOCA
3.	Electric Bolt Lock with Cylinder	SOCA - SL-130U
4.	Secure Control Unit	DS-K2M060

Price Schedule:

#	Description	Qty	Unit Price (MVR)	Total (MVR)
1.	Network Access Controller Terminal DS- K1T341CMF	60		
3.	Sensor Exit Button	60		
4.	SOCA Power Supply(battery Supported) with Battery	120		
5.	Cable Protector Door Loop	60		
6.	SOCA Electric Bolt Lock with Cylinder SL-130U	60		
7.	Secure Control Unit DS-K2M060	60		
8.	Access Control Device License	60		
9.	Installation & Other Accessories Charges	46		
10.	Accessory charges for Wood and Aluminium Door works	35		
11.	Accessory charges for Steel and Grilled Door works	11		
12.	Transportation and Accommodation charges	46		
Total (MVR)				
GST 6%				
Grand Total (MVR)				

Installation location and equipment quantity:

#	Security Lock System	Network Access Controller Terminal DS-K1T341AMF	Sensor Exit Button	SOCA Power Supply with battery	Cable Protector Door Loop	Soca Electric Bolt Lock with Cylinder SL-130U	Hik Central Access Point license	Installation & Other Accessories Charges (For Wood/Aluminium Doors)
1.	Baarah ATM	1	1	2	1	1	1	1
2.	Dhaandhoo ATM	1	1	2	1	1	1	1
3.	Dharavandhoo ATM	1	1	2	1	1	1	1
4.	Hanimaadhoo ATM	1	1	2	1	1	1	1
5.	Faresmaathodaa ATM	1	1	2	1	1	1	1
6.	Felidhoo Branch	2	2	4	2	2	2	2
7.	Gemanafushi ATM	1	1	2	1	1	1	1
8.	Guraidhoo Branch	2	2	4	2	2	2	2
9.	Hinnavaru ATM	1	1	2	1	1	1	1
10.	Hoarafushi Branch	2	2	4	2	2	2	2
11.	Holhudhoo Branch	2	2	4	2	2	2	2
12.	Ihavandhoo Branch	2	2	4	2	2	2	2
13.	Kelaa ATM	1	1	2	1	1	1	1
14.	Kendhikulhudhoo ATM	1	1	2	1	1	1	1
15.	Kolamaafushi ATM	1	1	2	1	1	1	1
16.	Komandoo ATM	1	1	2	1	1	1	1
17.	Kooddoo ATM	1	1	2	1	1	1	1
18.	Kudahuvadhoo Branch	3	3	6	3	3	3	3
19.	Kudahuvadhoo Branch ATM	1	1	2	1	1	1	1
20.	Maamendhoo ATM	1	1	2	1	1	1	1

21.	Maaungoodhoo ATM	1	1	2	1	1	1	1
22.	Manadhoo Branch	3	3	6	3	3	3	3
23.	Meedhoo Branch	2	2	4	2	2	2	2
24.	Milandhoo ATM	1	1	2	1	1	1	1
25.	Muli Branch	3	3	6	3	3	3	3
26.	Nilandhoo Branch	3	3	6	3	3	3	3
27.	Nilandhoo SSB	1	1	2	1	1	1	1
28.	Thimarafushi ATM	1	1	2	1	1	1	1
29.	Thoddoo ATM	1	1	2	1	1	1	1
30.	Thulhaadhoo ATM	1	1	2	1	1	1	1
31.	Makunudhoo ATM	1	1	2	1	1	1	1
32.	Ukulhas ATM	1	1	2	1	1	1	1
33.	Immediate Replacement	14	14	28	14	14	14	
Total Quantity		60	60	120	60	60	60	46

Location door type detail:

#	Location	Door Qty	Strong Room	Voucher Room	ATM Rear
1.	Baarah ATM	1	-	-	Wood Door
2.	Dhaandhoo ATM	1	-	-	Wood Door
3.	Dharavandhoo ATM	1	-	-	Wood Door
4.	Hanimaadhoo ATM	1	-	-	Wood Door
5.	Faresmaathodaa ATM	1	-	-	Wood Door
6.	Felidhoo Branch	2	Wood Door	-	Wood Door
7.	Gemanafushi ATM	1	-	-	Wood Door
8.	Guraidhoo Branch	2	Aluminium Door	-	Aluminium Door
9.	Hinnavaru ATM	1	-	-	Wood Door
10.	Hoarafushi Branch	2	Aluminium Door	-	Wood Door
11.	Holhudhoo Branch	2	Steel Door	-	Steel Door
12.	Ihavandhoo Branch	2	Wood Door	-	Aluminium Door
13..	Kelaa ATM	1	-	-	Wood Door
14.	Kendhikulhudhoo ATM	1	-	-	Steel Door
15.	Kolamaafushi ATM	1	-	-	Wood Door
16.	Komandoo ATM	1	-	-	Steel Door
17.	Kooddoo ATM	1	-	-	Wood Door
18.	Kudahuvadhoo Branch	3	Wood Door	Wood Door	Aluminium Door
19.	Kudahuvadhoo Branch ATM	1	-	-	Aluminium Door
20.	Maamendhoo ATM	1	-	-	Wood Door
21.	Maaungoodhoo ATM	1	-	-	Steel Door
22.	Manadhoo Branch	3	Steel Door	Wood Door	Wood Door
23.	Meedhoo Branch	3	Wood Door	-	Wood Door
24.	Milandhoo ATM	1	-	-	Wood Door
25.	Muli Branch	3	Steel Door	Wood Door	Steel Door
26.	Nilandhoo Branch	3	Steel Door	Grill Door	Steel Door

27.	Ga.Nilandhoo SSB	1	-	-	Wood Door
28.	Thimarafushi ATM	1	-	-	Wood Door
29.	Thoddoo ATM	1	-	-	Wood Door
30.	Thulhaadhoo ATM	1	-	-	Wood Door
31.	Makunudhoo ATM	1	-	-	Wood Door
32.	Ukulhas ATM	1	-	-	Wood Door