

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ بِمَدِينَةِ رِیَاضٍ تَحْتَ اِمْرَةِ مَدْرَسَاتِ مَدِينَةِ رِیَاضٍ

مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ

مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ بِمَدِينَةِ رِیَاضٍ تَحْتَ اِمْرَةِ مَدْرَسَاتِ مَدِينَةِ رِیَاضٍ مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ بِمَدِينَةِ رِیَاضٍ تَحْتَ اِمْرَةِ مَدْرَسَاتِ مَدِينَةِ رِیَاضٍ	مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ
PROC-2023-013	مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ
(IUL) 164-PRO/1/2023/54	مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ
08 اِغْرِبَانِ 2023	مَدْرَسَاتُ سَبْعَةِ سَعْدِيَّاتٍ

سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران	
1.1.1	کارگاه تخصصی اسناد و کتابخانه ملی / مرکز اسناد و کتابخانه ملی جمهوری اسلامی ایران
1.2	سازمان اسناد و کتابخانه ملی (IUL) 164-PRO/1/2023/54
08 خرداد 2023	تاریخ برگزاری
موضوعی	موضوع: سندساز و کتابخانه ملی جمهوری اسلامی ایران و سندساز و کتابخانه ملی جمهوری اسلامی ایران
1.3	سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران
انجمن علمی	NCIT، مرکز اسناد و کتابخانه ملی، سازمان اسناد و کتابخانه ملی
14 خرداد 2023	تاریخ برگزاری
11:00	ساعت برگزاری
1.4	سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران
انجمن علمی	NCIT، مرکز اسناد و کتابخانه ملی، سازمان اسناد و کتابخانه ملی
21 خرداد 2023 و 22 خرداد 2023	تاریخ برگزاری: 21 خرداد 2023 و 22 خرداد 2023
10:00	ساعت برگزاری: 10:00
1.5	سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران
انجمن علمی	NCIT، مرکز اسناد و کتابخانه ملی، سازمان اسناد و کتابخانه ملی
21 خرداد 2023 و 22 خرداد 2023	تاریخ برگزاری: 21 خرداد 2023 و 22 خرداد 2023
10:10	ساعت برگزاری: 10:10

سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران	
2.1	کارگاه تخصصی اسناد و کتابخانه ملی / مرکز اسناد و کتابخانه ملی جمهوری اسلامی ایران



2.11	የቦታ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
2.12	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
2.13	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
2.14	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
2.15	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
2.16	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።

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3.1	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
3.2	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።
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3.4	የሥራ ስልጠና ላይ ተሳታፊ የሆኑ ሰራተኞች ለሥራ ስልጠና ላይ ለማግኘት ተገዳሪ የሆኑ ሰራተኞች መሆናቸውን ያሳያል።

#	Description / Specification	Quantity	Maintenance (months)
1	Annual Support and Maintenance of InRow® Direct Expansion Air Conditioners (Ref to details).  Works should include, but not limited to, a comprehensive inspection of the cooling equipment to maximize critical load uptime by helping ensure that the components are performing to defined technical and environmental specifications.  Operational consumables (return air filters, belts, and replacement humidifier cylinders) are required to be included in the service contract.	4	12

2	<b>Monthly Preventive Maintenance Inspection</b>	
	<b>Activities</b>	<b>Description</b>
	<b>Environmental Inspection</b>	Measure and record room temperature and humidity.
		Check the system for adequate cooling capacity to support the load and make recommendations as necessary.
		Help ensure the environment is within manufacturer-specified operating conditions and clearances.
		Document any environmental non-compliance issues and recommend appropriate action as necessary.
	<b>Maintenance Tasks</b>	Verify main/control voltages.
		Check chilled water and/or condenser water supply temperature, if applicable.
		Check return air filters.
		Inspect visually refrigerant level if applicable.
		Inspect visually for refrigerant and water/glycol condenser loop for leaks.
		Verify proper condensate removal from unit.
	<b>Operating System Conditions Check</b>	Review alarm history and investigate logged alarms.
		Confirm unit's ability to maintain temperature and humidity set-points.
	<b>Documentation</b>	Document system condition and further service needs and provide that document to the Customer.
		Make recommendations to Customer regarding cooling solution repairs or enhancements if required.
	<b>Quarterly Preventive Maintenance Inspection (Includes Monthly tasks as well)</b>	
	<b>Activities</b>	<b>Description</b>
	<b>Maintenance Tasks</b>	Replace return air filters if required.
		Check and lubricate bearings if applicable.
	<b>Operating System Conditions Check</b>	Check motor mounts/pulleys/ bearing set screws.
		Check compressor operation if applicable.
		Check operation of Outdoor Condenser/Pump package.
		Check and verify component amperages.
Verify unit modes of operation (cooling/reheat/humidification/dehumidification).		
Verify operation of proportional chilled water actuator if applicable.		
<b>Semi-Annual Preventive Maintenance Inspection (includes Monthly &amp; Quarterly tasks as well)</b>		
<b>Activities</b>	<b>Description</b>	
<b>Maintenance Tasks</b>	Replace drive belts if applicable.	
	Replace humidifier steam cylinder if applicable.	
	Clean/Wash dust and debris from unit.	
<b>Check System Operating Conditions</b>	Check electrical connections.	
	Verify set points for outdoor heat exchanger and/or pump package if applicable.	
	Verify controller configuration and control set-points.	
	Verify operation of water regulation valves if applicable.	
	Check refrigeration pressures/temperatures/settings if applicable. (Release / Refill where applicable to maintain pressure)	
	Check operation of group control.	
Confirm cleanliness of evaporator and condenser.		
<b>Basic Operator Training Refresh</b>	Refresh training for Users also included.	









### 6.2. مؤلفان و مترجمان



National Centre for Information Technology

	ردیف	اسم مؤلفان/مترجمان
		<b>فصل دوم: مبانی روش‌های پژوهش و روش‌های گردآوری داده‌ها</b>
		ردیف:
		نام و نام خانوادگی مؤلف/مترجم:
		تابعیت:
		نشانی و آدرس:
		محل خدمت:
		تلفن:
		ایمیل:
		سایر:
		<b>توضیحات:</b> در صورت لزوم، در این بخش به توضیح کلی از روش پژوهش یا روش گردآوری داده‌ها و نحوه همکاری مؤلفان/مترجمان با هم و با تیم تحقیقاتی در این زمینه، به ویژه در صورتی که روش‌های گردآوری داده‌ها یا روش‌های پژوهش غیر استاندارد است، به تفصیل اشاره شود.
		<b>نوع همکاری:</b> مؤلف/مترجم (اصولاً) و مترجم (اصولاً) و سایر موارد (در صورت لزوم، در این بخش به تفصیل اشاره شود).
		ردیف:
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#	Description / Specification	Quantity	Maintenance (months)	Compliance (Yes / No)
1	Annual Support and Maintenance of InRow® Direct Expansion Air Conditioners (Ref to details).  Works should include, but not limited to, a comprehensive inspection of the cooling equipment to maximize critical load uptime by helping ensure that the components are performing to defined technical and environmental specifications.  Operational consumables (return air filters, belts, and replacement humidifier cylinders)	4	12	
2	<b>Monthly Preventive Maintenance Inspection</b>			
	<b>Activities</b>	<b>Description</b>	<b>Compliance (Yes / No)</b>	
	<b>Environmental Inspection</b>	Measure and record room temperature and humidity.		
		Check the system for adequate cooling capacity to support the load and make recommendations as necessary.		
		Help ensure the environment is within manufacturer-specified operating conditions and clearances.		
		Document any environmental non-compliance issues and recommend appropriate action as necessary.		
	<b>Maintenance Tasks</b>	Verify main/control voltages.		
		Check chilled water and/or condenser water supply temperature, if applicable.		
		Check return air filters.		
		Inspect visually refrigerant level if applicable.		
		Inspect visually for refrigerant and water/glycol condenser loop for leaks.		
		Verify proper condensate removal from unit.		
	<b>Operating System Conditions Check</b>	Review alarm history and investigate logged alarms.		
		Confirm unit's ability to maintain temperature and humidity set-points.		
	<b>Documentation</b>	Document system condition and further service needs and provide that document to the Customer.		
		Make recommendations to Customer regarding cooling solution repairs or enhancements if required.		
	<b>Quarterly Preventive Maintenance Inspection (Includes Monthly tasks as well)</b>			
	<b>Activities</b>	<b>Description</b>	<b>Compliance (Yes / No)</b>	
	<b>Maintenance Tasks</b>	Replace return air filters if required.		
		Check and lubricate bearings if applicable.		
	<b>Operating System Conditions Check</b>	Check motor mounts/pulleys/ bearing set screws.		
		Check compressor operation if applicable.		
Check operation of Outdoor Condenser/Pump package.				
Check and verify component amperages.				
	Verify unit modes of operation (cooling/reheat/humidification/dehumidification).			

	Verify operation of proportional chilled water actuator if applicable.	
<b>Semi-Annual Preventive Maintenance Inspection          (includes Monthly &amp; Quarterly tasks as well)</b>		
<b>Activities</b>	<b>Description</b>	<b>Compliance          (Yes / No)</b>
<b>Maintenance          Tasks</b>	Replace the drive belts if applicable.	
	Replace humidifier steam cylinder if applicable.	
	Clean/Wash dust and debris from unit.	
<b>Check System          Operating          Conditions</b>	Check electrical connections.	
	Verify set points for outdoor heat exchanger and/or pump package if applicable.	
	Verify controller configuration and control set-points.	
	Verify operation of water regulation valves if applicable.	
	Check refrigeration pressures/temperatures/settings if applicable. (Release / Refill where applicable to maintain pressure)	
	Check operation of group control.	
	Confirm cleanliness of evaporator and condenser.	
<b>Basic Operator          Training Refresh</b>	Refresh training for Users also included.	



بسم الله الرحمن الرحيم



National Centre for Information Technology

مركز تكنولوجيا المعلومات الوطني

<b>Financial Data for Previous 03 Years [MVR Equivalent]</b>			
<b>Financial Information of the Year</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Information from Balance Sheet</b>			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
<b>Information from Income Statement</b>			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<ul style="list-style-type: none"> <li>Attached are copies of the financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.</li> <li>All such documents reflect the financial situation of the Bidder.</li> <li>Historic financial statements must be complete, including all notes to the financial statements.</li> <li>Historic financial statements must correspond to accounting periods.</li> </ul>			

### Evaluation criteria

#### Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, average annual turnover of MVR 54,000.00 for the years 2019, 2020 and 2021.  
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 54,000.00 of the proposed price, for liquid asset, for the year 2019, 2020 and 2021.  
(or)
- If the bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in Form FIN – 3. (Credit limit shall be no less than MVR 54,000.00 of the proposed price)

Bidder Stamp and Sign

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*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:** *[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

## Form of Bid Security (Bank Guarantee)

WHEREAS, .....[*name of Bidder*] (hereinafter called "the Bidder") has submitted his Bid for the Project no.....issued by National Centre for Information Technology ..... for construction of .....[*name of Contract*] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that We ..... [*name of Bank*] of ..... [*name of country*] having our registered office at ..... (hereinafter called "the Bank") are bound unto ..... [*name of Purchaser*] (hereinafter called "the Purchaser") in the sum of \*..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this .....day of .....20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

\* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser's having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date ..... days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS ..... SEAL

[*signature, name, and address*]

# Form of Performance Bank Guarantee (Unconditional)

To: .....  
[name & address of Purchaser]  
.....  
.....

WHEREAS ..... [name and address of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. .... dated ..... to execute ..... [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of \* ..... [amount of Guarantee] ..... [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ..... [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

\*An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, in Maldivian Rufiyaa.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until the date of issue of the Defects Correction Certificate.

SIGNATURE AND SEAL OF THE GUARANTOR .....  
Name of Bank .....  
Address .....  
.....  
Date .....



ئىشلىتىش

سۆزۈم:

1.1. سۆزۈم. 1.1. (سۆزۈم ئىشلىتىش) سۆزۈم ئىشلىتىش ئىشلىتىش ئىشلىتىش.

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4.1. سۆزۈم ئىشلىتىش. 4.1. سۆزۈم ئىشلىتىش ئىشلىتىش ئىشلىتىش.

5.1. سۆزۈم ئىشلىتىش. 5.1. سۆزۈم ئىشلىتىش ئىشلىتىش ئىشلىتىش.

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(سۆزۈم ئىشلىتىش ئىشلىتىش ئىشلىتىش)

6.1. سۆزۈم ئىشلىتىش. 6.1. سۆزۈم ئىشلىتىش ئىشلىتىش ئىشلىتىش.

7.1. سبب و علل وقوع آتش سوزی در ساختمانها، در صورت وقوع آتش سوزی در طبقه 1 از هر یک از واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

7.2. سبب و علل وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

8.1. دستورالعملها و ضوابط اجرایی جهت وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

(الف) در صورت وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

(ب) سبب و علل وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

(ج) سبب و علل وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

(د) سبب و علل وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.

(ه) سبب و علل وقوع آتش سوزی در واحدهای ساختمانی، در صورت وقوع آتش سوزی در واحدهای ساختمانی، جهت اطلاع و آمادگی در صورت وقوع آتش سوزی در سایر واحدهای ساختمانی.





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