
MALDIVES HAJJ CORPORATION LIMITED


**INTERIOR WORKS OF MHCL'S NEW
OFFICE RECEPTION AREA, MEETING
ROOM & SHOP SPACE**

05th April 2024

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1. Instruction to Bidders

A. Introduction	
Scope of Bid	The Maldives Hajj Corporation Limited (MHCL) is seeking a party to provide interior finishing services according to the provided drawings.
Eligible Bidders	Any local business registered in the Maldives are eligible to participate in the tender.
B. Preparation of Bid	
Language	The language of the Bid should be in English or Dhivehi
Documents Comprising the Bid	<ul style="list-style-type: none"> - The Registration Certificate, issued by the Ministry of Economic Development. - Company Profile/background - Goods and Service Tax (GST) Registration certificates (if applicable). - Reference documents showing past experiences of similar projects carried out indicating the project name and project value. (if applicable) - Bid Submission Form in Annex 1 of this document. - Quotation in Annex 2 of this document. <p>Late submission of any of the above-mentioned documents will not be entertained.</p>
Bid Prices and Currency	<ul style="list-style-type: none"> - The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
Validity of Bid	30 (Thirty) Calendar days from the date of bid submission.
Bid Security	Not Applicable
Performance Security	Not Applicable
Format of Bid	One Copy in a sealed envelope stating the name of the project and the bidder information on the cover
C. 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	MHCL shall not accept bids before or after the specified closing time.

Bids	
Bid Registration	<p>Bidders shall scan the QR code below or use the provided link to complete the bid registration form.</p>  <p>Link: https://forms.office.com/r/3P6N7JHC7n</p> <p>Deadline for registration: 07th April 2024 14:00hours (Sunday)</p>
Site Inspection	A site visit will be scheduled on 08 th April 2024 (Monday). The specific time and location will be communicated via email to all parties registered for the bid.
Location, date and time of Bid Opening	<p>Location: Maldives Hajj Corporation Limited, Second Floor, M.Furankara, Boduthakurufaanu Magu, Male', 20320, Republic of Maldives</p> <p>Date and Time of Bid Opening: 14th April 2024 11:00hours (Sunday)</p>
Contact details for further Clarifications	<p>Procurement Department</p> <p>Email address: procurement@mhcl.mv</p>
Deadline for Clarification	Before 11 th April 2024 13:00hours (Thursday)
D. Bid Evaluation and Awarding of Contract	
Bids will be evaluated and awarded collectively taking into consideration the total proposed value of the individual bids. Points will be distributed, and the evaluation will be carried out as per the Evaluation Criteria described in this document.	

2. Bid Evaluation Criteria

- **Proposal Cost: 85 points for the lowest price**
(Lowest price/proposed price) x 85
- **Delivery: 10 points for the lowest delivery period**
(Lowest delivery period / proposed delivery period) x 10
- **Experience: 5 points for the experience letters submitted.**
(Marks will be awarded based on the number of reference documents submitted. ONE mark will be awarded for each reference document, Reference documents within the past 05 years shall only be considered and the bidder shall not submit more than 2 references from the same company/institution.)

Total Score: 100 points.

3. Scope of work

- Painting the area according to the provided design specifications.
- Ceiling installation with paint and putting finish and detailing as per design.
- Sourcing and installing lighting fixtures, using exact or similar fittings in the provided design.
- Installing electrical fittings such as sockets and switches.
- Crafting designed grill work with a finish as per the design.
- Carpeting the area with a color similar to the provided design.
- Constructing the reception counter, display shelves and cabinets for shop space and meeting room as per the provided design and finishes.
- Applying finishes to door frames as specified in the design.
- Main entrance door design solution as per the drawing provided.
- Closing of the window at the main entrance and installation of design grill and Name board as per the design provided.
- Frosting windows as follows:
 - 2 tempered doors sized 2100mm x 1000mm.
 - 3 windows sized 1800mm x 900mm.
- Installing Sun-x stickers for windows as follows:
 - 4 windows sized 1800mm x 900mm.
- Sourcing lounge chairs and lounge tables that match or closely resemble those provided in the design.

Note:

- The supply of TV and the meeting room table, office chairs for the counter area and meeting room are not required for this tender.
- The material selection for the grill work has been left for the bidder. It may be constructed from PVC or wood. Please include prices based on your chosen material for the grill.

Annex 1- Bid Submission Form

[*Name and address of Client*]

Dear Mr. Mohamed Shakeel,

We, [*insert name of the company/personnel*] offer to provide the designing service for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our proposal sealed in an envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the client.
- (b) We meet the eligibility requirements as stated in section 1.19.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We remain,

Yours sincerely,

Authorized Signature {*In full and initials*}: _____

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

Annex 2 - Quotation

(Name of the bidder)
(address)
(Email & contact number)

(TIN No.)
(Quotation number)
(Quotation Date)

(Client)

Description	Total Price (MVR) (Including 8% GST)
Interior finishes as per specification provided	

Delivery Duration: Days

(Authorized by)
(Company seal if applicable)