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Ministry of Higher Education

Republic of Maldives

**Bidding Document**

Project Name: Procurement of Machinery and Equipment

Announcement number: (IUL) 475/475/2019/189

**Section 1: Information for Bidders**

1. **Introduction**:

In connection with the Specific Procurement Notice - Request for Bids (RFB), specified in the Bid Information Sheet, the Employer, as specified **in the BDS**, issues this bidding document for the delivery of Non-Consulting Services.

1. **Eligibility and Qualification of the Bidder:**

This invitation for Bids is open to companies registered and any legal entity registered under the business registration Act18/2014 ( sole proprietors, partnership) , companies and cooperatives.

1. **Section of Bidding Document:**

The Bidding document must consist of all the information mentioned in Annex 1. The bid must be an orderly bind.

1. **One Bid per Bidder:**

Each bidder shall submit only one bid either by the company, as a partner in a joint venture, or as a shareholder in a private company.  A bidder who submits or participates in more than one bid will be disqualified.

1. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **Registration**

Interested bidders shall register with the Ministry of Finance. Information of which can be requested through email to [Mohamed.manaan@mohe.gov.mv](mailto:Mohamed.manaan@mohe.gov.mv) ; and, submitting in person or e-mailing the following information:

Name and Address of the Bidder

Name, e-mail ID and telephone numbers of the Contact Person(s)

Copy of the Payment/Transaction Receipt.

1. **Pre‐Bid Meeting**
   1. The bidder’s designated representative is invited to attend a pre‐bid meeting, as specified in Bid Data Clause 1.9.
   2. If a Pre‐bid meeting is held as per Clause 1.9 of Bid Data:
      1. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
      2. The bidder is requested, as far as possible, to submit any questions in writing or by cable, to reach the Employer not later than 3 (three) days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following sub‐clause.
      3. Minutes of the meeting, including the text of the questions raised and the responses given, together with any responses prepared after the meeting, will be transmitted without delay to all invited prospective bidders. Any modification of the Tender Documents listed in Sub‐Clause 8.1, which may become necessary as a result of the pre‐bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause 10 and not through the minutes of the pre‐bid meeting.
2. **Amendment of Bidding**
   1. At any time prior to the deadline for submission of bids, the Employer may amend these Tender Documents by issuing Addenda.
   2. Any Addendum thus issued shall be part of the Tender Documents, and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall promptly acknowledge receipt of each Addendum by cable to the Employer
   3. To give prospective bidders reasonable time in which to take an Addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids.
3. **Language of Bid**

The Bid as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern.

1. **Currencies of Bid and Payment:** The unit rates and prices quoted by the bidder shall be entirely in the currency used in the republic of Maldives, namely Maldivian Rufiyaa (MVR).
2. **Bid Prices**
   1. If the Bid Price Quoted in the Bid Form differs from that given in any other attached documents, then the Bid Price given in the Bid Form will prevail.
   2. Bid Price shall be inclusive of 6% GST, Customs duty, clearance, installation (if required) and delivery to the address given in Bid Data Clause 1.9. MOHE will only accept goods and services in proper condition which meet the Employer’s Requirement and Supplier Proposal.
   3. All duties, taxes, and other levies payable by the Contractor under the contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
3. **Bid Validity**
   1. Bids shall remain valid as per Annex 2, (3.1) of Bidder Information Form.
   2. In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing or by cable. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the said extension.
4. **Documents comprising the Bid**

The bid submitted by the bidder shall comprise all the documents described in Annex 1 and any other information requested in the Employer’s Requirements.

1. **Sealing and Marking of Bids**

The bids must be submitted in a sealed envelope marked as the title given in Bid Data Clause 1.13 and addressed to as given in Bid Data Clause 1.11.

1. **Deadline for Submission of Bids** 
   1. Bids must be received by the Employer at the address and no later than the date and time specified in the BDS. When so specified in the BDS, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures specified in the BDS.
   2. The Employer may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document in accordance with clause 8, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
2. **Late Bids**

The Employer shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with 1.13. Any Bid received by the Employer after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

1. **Opening and Evaluation**
   1. MOHE will open the bids, in the presence of bidders’ designated representatives who choose to attend, at the time, date, and location as given in Bid Data sheet. The bidders’ representatives who are present shall sign a register evidencing their attendance.
   2. The bidders’ names, the Bid Prices, including any alternative Bid Price or deviation, any discounts, bid modifications and withdrawals, the presence (or absence) and amount of bid security (if any required), duration and any such other details as MOHE may consider appropriate, will be announced by MOHE at the opening. Late Bids and Bids without ‘Bid form’ will be rejected at the bid opening stage.
   3. MOHE shall prepare minutes of the bid opening, including the information disclosed to those present in accordance with the above paragraph.
   4. Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
2. **Employer’s Right to Accept Any Bid and to Reject Any or All Bids**
   1. MOHE reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for MOHE’s action.
3. **Notification of Award**
   1. Prior to expiration of the period of bid validity prescribed by MOHE, MOHE will notify the successful bidder in writing that its bid has been accepted. This letter (hereinafter called the “Letter of Acceptance”) shall specify the sum that MOHE will pay the Contractor in consideration of the execution and completion of the Works and the remedying of any defects therein by the Contractor as prescribed by the Contract or Work Order (hereinafter called “the Contract Price”).
   2. The notification of award will constitute the formation of the Contract.
   3. Upon the successful bidder’s furnishing of the performance security (if required), MOHE will promptly notify the name of the winning bidder to each unsuccessful bidder and will discharge the bid security (if any) of the unsuccessful bidders.
   4. If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to MOHE. MOHE will promptly respond in writing to the unsuccessful bidder.
4. **Penalty for delays:**

A penalty of 0.05% per day of delay, up to 10% of total contract value shall be charged in the event that the bidder fails to deliver on time as given. MOHE reserves the right to cancel the Bids, if the delivery time is delayed by more than 10 working days from the agreed delivery date.

**Specifications**

**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: 1 Scanner for Project Management Unit

**Required specification for document scanner**

|  |  |
| --- | --- |
| Scanning Speed | 40 ppm (grayscale: 200 dpi) |
| Optical Resolution | 600 dpi optical |
| Depth | 24‐bit colour, 8‐bit grey‐scale, 1‐bit B/W |
| Document Size | A4, Letter |
| Duplex Scanning | Automatic Duplexing |
| Scanning Method | Single/Duplex pass |
| Duty Cycle | 100 scans per day |
| Interface | USB |
| Image Processing Options | Filtering, Scaling, Dithering, Gamma adjustment |
| Compatibility | TWAIN; Windows 7, 8 and 10 |
| ADF Capacity | 50 pages |
| Drivers | All Drivers for:  • Windows 7, 8 and 10 |

Ibrahim Eehaab

15 December 2019





**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: 1 Shredder for Project Management Unit

**Specification for Shredder**

|  |  |
| --- | --- |
| Capacity: | 31L |
| Cut Type: | Cross cut Shred |
| Rated Power: | 320W |
| Rated Voltage: | 220V |
| Rated Frequency: | 50Hz |
| Shredding Speed: | 2m/min |
| Paper shredding capacity: | 16 Sheets / 70g (A4) |
| Paper entrance width: | 240mm |
| Material: | Carbon steel, ABS |
| Dimension: | 485 X 345 X 740mm |
| Features: | Auto paper withdraw, inbuilt anion generator, Red light indicator when wastepaper full, Can shred cards and CD |

Ibrahim Eehaab

15 December 2019



**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: 10 Pen Drive for Project Management Unit

**Specification for Pen Drive**

|  |  |
| --- | --- |
| Capacity: | 64 GB |
| Minimum Speed: | 80 MB/s Read / Write |
| Interface: | 3.0 USB |
| Supports: | Windows XP SP3 (32-bit and 64-bit)/7/Vista and Above |
| Dimensions |  |

Ibrahim Eehaab

15 December 2019



**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: 1 External Hard Disk Drive for Project Management Unit

**Specification for External Hard Disk Drive**

|  |  |
| --- | --- |
| Capacity: | 1 TB |
| Minimum Speed: | 80 MB/s Read / Write |
| Interface: | 3.0 USB |
| Supports: | Windows XP SP3 (32-bit and 64-bit)/7/Vista and Above |
| Body Type | Portable |

Ibrahim Eehaab

15 December 2019

**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: Electric Stapler Minimum Specifications

**Specification for Electric Stapler**

|  |  |
| --- | --- |
| Capacity: | Staples minimum 90 sheets (of A4 80 gsm) |
| Other Description: | Adjustable throat depth  Automatically activated stapling  Adjustable throat depth |

Ibrahim Eehaab

15 December 2019

**Ministry of Higher Education**

**Information Technology Unit - Corporate Department**

15 December 2019

Issued to: 1 Photocopy Machine for Project Management Unit

**Specification for Heavy Duty Photocopy machine**

|  |  |
| --- | --- |
| Duplexing unit | Reversing Automatic Document Feeder |
| Paper Supply | Paper Supply cassette 2 Cassettes \* Sheets 550 sheets Total 1100 sheets Bypass cassette Stack bypass 100 Sheets |
| Coping Speed : | 30 ppm Colour & Black |
| Processor | Processor 1.33GHZz |
| Capacity | Hard Disk Capacity HDD 320GB / Memory :2gm |
| Printing Resolution : | 600 \* 600dpi |
| Copying Resolution : | 2.400\* 1200dpi |
| Scanning : | 600dpi \* 600dpi Colour & Black and White |
| Scanning Speed: | 73 pages per minute Black/ Colour |
|  | USB sanded USB scanning inbuilt |
| PDL ; | PCL6 / paper size standard A4/A3 A5/B5//B4 |
| Printing | Network Printing /Duplexing Printing/Colour scanning/ Colour Printing |
| Interface | Ethernet 10/100/1000 usb2.2 high speed |
| Scanning | Scanning File format PDF/JPEG/TIFF& BMP |
| Monthly Duty Cycle : | 85000 pages to 100.000 pages / Multiple Copying 1 to 999 Printing OS Compatible : win 7,8,10 or higher |
| Toner Yield | 21000 Black to All Colours 12000 copies 5% Coverage |
| Drum | Drum Yield Black/All Colours 120.000copies |
| Supported OS & network | Win 8.1/ 7,8,&10,ser 2012,2008 mac osx,10.5.8or later |
| copying futures | auto reduction enlarge, tray select, two side, book copying inbuilt  background suppression, booklet, editing, built job, delete collation.id card insert microelectronic |
| Zooming Ratio : | 25 % To 400 % increment |
| Scanner Driver Compatibility : | Wind 7,8,10 & Wind Ser 2008 and more  Copying ,network scanning 7 printing |
| Finishing : | Stapling and Punching |

Ibrahim Eehaab

15 December 2019

**Annex 1**

* **Documents Required for this bid:**
  + 1. Bidding Form
    2. Company Registration Certificate
    3. Quotation
    4. Company Profile form & Short company profile
    5. Certification of tax registration (GST)
    6. Power of Attorney
    7. Financial
    8. Experience past 2 year
    9. Statement of No Conflict of Interest

A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified.

* + 1. Pension Registration (Applicable to bidders from Maldives)
    2. Tax Clearance Report obtained from Maldives Inland Revenue Authority dated no earlier than 10 (Ten) days prior to the bid submission date (local parties only). Only the selected Bidder.

**Annex 2**

**Bidder Information Form**

The Bidder shall fill in this Form in accordance with the instructions indicated below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.Applicants Information | | | | | |
| 1.1 | Name | |  | | |
| 1.2 | address | |  | | |
| 2.Project Information | | | | | |
| 2.1 | Project Name | |  | | |
| 2.2 | IOB No | |  | | |
| 3.Price & Duration | | | | | |
| 3.1 | Price | | |  | |
|  | GST | | |  | |
|  | Total Including GST | | |  | |
| 3.2 | Duration including working and non-working days | | |  | |
| 4. Bidder’s representatives | | | | | |
| Name : | |  | | | Official Stamp |
| Designation: | |  | | |  |
| Date: | |  | | |
| Signature: | |  | | |
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**Annex 3**

**Bidder Profile form**

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| --- | --- | --- | --- |
| 1. **Applicants Information:** | | | |
| **1.1** | Bidder’s Name |  | |
| **1.2** | Registered Address |  | |
| **1.3** | Business address |  | |
| **1.4** | Registry Number |  | |
| **1.5** | Tax Payer identification Number |  | |
| **1.6** | GST Number |  | |
| **1.7** | Mobile Number |  | |
| **1.8** | Email Address |  | |
| 1. **Bidder’s Authorized Representative Information (If it is company, should include partners information, and Owner information for individual.** | | | |
|  | **Name** | | **Designation** |
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| 1. **Works** | | | |
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