



<p>3. <b>ወንጀል ለማረጋገጥ የሚያስፈልጉ ጥያቄዎችን ማሟላት</b></p> <p>ወንጀል ለማረጋገጥ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል። ይህ ማረጋገጫ ለወንጀል ማረጋገጥ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል። ይህ ማረጋገጫ ለወንጀል ማረጋገጥ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p>	<p>3.1</p>
<p>4. <b>የወንጀል ማረጋገጫ ማቅረብ</b></p>	
<p>4.1 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p>	<p>4.1</p>
<p>4.2 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p>	<p>4.2</p>
<p>4.3 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል። (6 ደብዳቤዎች)</p>	<p>4.3</p>
<p>4.4 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል። (12 ደብዳቤዎች)</p>	<p>4.4</p>
<p>4.5 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል። (02 ደብዳቤዎች)</p>	<p>4.5</p>
<p>5. <b>የወንጀል ማረጋገጫ ማቅረብ</b></p>	
<p>5.1 ለወንጀል ማረጋገጫ ማቅረብ ለሚያስፈልጉ ጥያቄዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p> <p>80% ስኬት</p> <p>20% (ደብዳቤዎች ላይ ማረጋገጫ ማቅረብ ይገባል።)</p> <p>03 ደብዳቤዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p> <p>5% ስኬት</p> <p>10-71 ደብዳቤዎች ላይ ማረጋገጫ ማቅረብ ይገባል።</p> <p>0.0025 x 15 = 0.0375</p>	<p>5.1</p>



- 2.5 All repair and maintenance work shall be carried out in accordance with the manufacturer's instructions on how to operate and maintain the specific equipment and instruments. These instructions must be followed.
- 2.6 Where necessary, the successful Bidder is required to move the system's indoor and outdoor units out of NCIT premises to workshops or service centers where the units can be properly attended to.
- 2.7 The successful Bidder is to conduct planned, preventive, corrective and predictive maintenance on all AC systems included in Appendix-1 of this document. Successful bidder shall do preventive maintenance and all called up attendance every month during the contract period.
- 2.8 The successful Bidder has to equip with all tools, equipment and labor to affect a successful maintenance or service operation.
- 2.9 All replacement parts will be paid outside this contract and the Successful bidder has to submit reports and quotations whenever requested by NCIT. If a part has to be changed separate quotation should be proposed. Prior to commencement of the work, this quotation should be pre-approved.
- 2.10 The successful Bidder shall bear all transport costs of tools, equipment, labor and Air-conditioning units to and from NCIT premises.
- 2.11 It is the responsibility of the successful bidder to facilitate access to walls, ceilings, balconies and roof tops by providing all necessary arrangements (such as ladders, scaffolding, hoists, cranes and the like) where necessary.
- 2.12 It is the responsibility of the successful bidder to make all necessary arrangements for removal of air-conditioning units from walls, ceilings, balconies and roof tops, (whether indoor or out doors) while ensuring safety of personnel and equipment.
- 2.13 The successful Bidder has to be fully responsible for ensuring safety.
- 2.14 The successful Bidder is to re-charge refrigerant gas to the air-conditioning systems whenever and wherever necessary as the need may arise. AC's, vendor shall propose rates per re-charging event for the given BTU.
- 2.15 In the event of AC break down or a fault in an AC, the successful bidder is expected to attend this, upon request from NCIT. All complaints related to AC break down or a fault in an AC shall be attended within 1 working day.
- 2.16 Service of AC's includes normal cleaning indoor units and outdoor units and chemical cleaning of all AC indoor and outdoor units twice a year.

### 3. Method of Implementation

- 3.1 The successful bidder should submit a work schedule (Calendar) within 2 weeks from award of contract. This work schedule should include:
  - Number of people involved in the monthly servicing
  - Time and day the servicing will be done
- 3.2 This work schedule should be approved by NCIT. No monthly payment will be paid until the servicing of the AC's is done in that month. Contracts will be terminated, if the work is not going according to work schedule.

- 3.3 The successful bidder will be expected to bring all materials, machinery, equipment and necessary labor.
- 3.4 The successful bidder should submit a Monthly Service Report, after the servicing the ACs. This report should indicate number of AC's serviced. Also, if the servicing for the month is not done, than the successful bidder should submit a report with the explanation of whi it was not done.
- 3.5 The contractor shall carry out site works only after the official working hours of NCIT (8:00 hrs to 14:00 hrs, Sunday to Thursday).

4. Project Duration

- 4.1 The project duration is for the period of 1 year from the date of award of contract. NCIT have the right to extend the contract at the same rates, terms and conditions for another period of one year at its discretion.

5. Payment Terms

- 5.1 Monthly Invoices should be submitted once in a month for services rendered. All monthly Invoices, for the works carried out in that month, must be submitted before the 10th of next the month. Payments will not be made if the Invoice for the works carried out in that month is not submitted before the 10th of next the month.

6. Penalty

- 6.1 Failure to prompt service i.e. within 24 hours of report of problem, leads to a penalty of 1% of monthly bill, for each incident.

**BID SUBMISSION / SPECIFICATIONS**

Bidder Name:

Iulaan No: (IUL)164/1/2017/61

Date:

**Subject: Preventive Maintenance of the NCIT Air Conditioning Systems**

National Centre for Information Technology (NCIT) wishes to hire the services of a local company to carryout the preventive maintenance of the items described below.

LO T	Item Description	No of Months	Monthly Rate	Total Price with GST (RF)	
1	Preventive maintenance of the NCIT's 43 Split Type Air Conditioning Systems.	12			
	<b>Main Building</b>				
	Ground Floor				7
	First Floor				6
	Second Floor				8
	Third Floor				9
	Lift Machine Room				1
	Ministry of Finance POP 2				2
	<b>Phase 3 Building</b>				

Ground Floor	5			
First Floor	4			
Battery Room	1			
<p>The bidder can propose any changes to the scope of work they believe necessary to provide a better product. The price quoted must fullfill the scope of works described below</p> <p><b>Scope of Work</b>  Equipment Servicing  Equipment Maintenance  Client should provide the spair parts (if Needed)  Checking all the A/C once in every month *  Indoor unit filter cleaning once in every month *  Outdoor unit air cleaning once in every months *  Outdoor and Indoor units complete servicing should be done within one month after signing the agreement*  Drain pipe cleaning once in every six month *  To attend any fault when requested on emergency*  Gas filling if required*  Attending any Technical issue related to AC*  If an AC cannot be fixed, contractor can provide a quotation for a new AC which has the same competitive price as in the present market.</p>				

\*: UPDATED

**BID submission CHECKLIST**

Bidder Name:

Iulaan No: (IUL)164/1/2017/61

Date:26/11/2017

**This bid will fulfill the following**

<b>Details</b>	<b>Comply (Yes / No)</b>
Submitted Documents shows work Experience of minimum 2 year. (eg. List of Works sites and duration..etc)	
Submitted valid copy of Company Registration Certificate:	
GST Registration	
MIRA tax clearance report	
Price with GST per month (Total price for 12mnths given)	
Bid Submission Form	

Signature:

Name:

Designation:

ID Number:





**NATIONAL CENTRE FOR INFORMATION TECHNOLOGY**  
**Bid Application Form**

Announcement No.	(IUL)164/1/2017/61
Date	26 <sup>th</sup> November 2017 (Sunday)
Procurement no	Proc-2017/0008
Products	AC Maintenance

***All fields are Mandatory***

**Supplier Details**

Business Registration Number			
Business Name			
Contact Person	Mobile Number	Contact e-Mail	

Quotation No	
Price (MVR)	
GST % (MVR)	
Total Price (MVR)	

Proposed Delivery Period		Days (Including holidays)
Proposed Support/Warranty Period		Months

**On behalf of the company**

Signature		Seal
Name		
Title		
Contact number		
E-mail		