



Ministry of Mahaweli, Agriculture, Irrigation and Rural Development

Procurement of

- 1. Server Migration and
Establishment of Network System**
- 2. Migration of Fingerprint System**

MOA/Shopping/ Server Migration and
Establishment of Network, Fingerprint
Systems/01/2020

“Govijana Mandiraya”,
80/5, Rajamalwatta Avenue,
Battaramulla.

Section I. Instructions to Vendors (ITV)

| A: General | |
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| 1. Scope of Bid | <p>1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the migrate the network system and fingerprint system from DPJ building Rajagiriya to Ministry of Agriculture “Govijana Mandiraya” Battaramulla. The existing fingerprint machines, servers, pawner bank with UPS and the servers and server cabinet is required to migrate to the Ministry of Agriculture “Govijana Mandiraya” Battaramulla. The before submitting the quotations the site visit will be arranged both DPJ building and “Govijana Mandiraya” The total data points are 400 with 27 virtual local area network</p> |
| B: Contents of Documents | |
| 2. Contents of Documents | <p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Price Schedule • Section V. Quotation submission Form(s) • Other information required from the bidder |
| C: Preparation of Quotation | |
| 3. Documents Comprising your Quotation | <p>3.1 The bid should be submitted separately in two envelopes as follows</p> <p>Envelope 1: Technical Proposal including reliability, redundancy, product specification, data management technology, inter VLAN routing and throughput of total network</p> <p>Envelope 2: Quotation Submission Form and the Price Schedules;</p> |
| 4. Quotation Submission Form and Price Schedules | <p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p> |

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| | <p>4.3 Bid should be submitted to the address mentioned in the section II: Data Sheet</p> |
| <p>5. Prices and Discounts</p> | <p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non- responsive and may be rejected.</p> <p>5.4 Prices should be quoted in both figures and words.</p> |
| <p>6. Currency</p> | <p>6.1 The vendors shall quote only in Sri Lanka Rupees.</p> |
| <p>7. Documents to Establish the Conformity of the Goods</p> | <p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p> |
| <p>8. Period of Validity quotation</p> | <p>8.1 Quotations shall remain valid for the period of seventy-seven (77) days after the quotation submission deadline date.</p> |
| <p>9. Bid Security</p> | <p>9.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data issued by a bank registered in Central Bank of Sri Lanka.</p> |

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| 10. Format and Signing of Quotation | 10.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. |
| D: Submission and Opening of Quotation | |
| 11. Submission of Quotation | <p>11.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>11.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p> |
| 12. Deadline for Submission of Quotation | 12.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet. |
| 13. Late Quotation | 13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 12.1 above. |
| 14. Opening of Quotations | <p>14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>14.2 A representative of the bidders may be present and mark its attendance.</p> |
| E: Evaluation and Comparison of Quotation | |
| 15. Clarifications | <p>15.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>15.2 The Purchaser's request for clarification and the response shall be in writing.</p> |
| 16. Responsiveness of Quotations | 16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. |

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| | <p>16.216.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p> |
| 17.Evaluation of quotation | <p>17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>17.2 To evaluate a quotation, the Purchaser may consider the following:</p> <p>17.2.1 The Price as quoted;</p> <p>17.2.2 Price adjustment for correction of arithmetical errors;</p> <p>17.2.3 Price adjustment due to discounts offered.</p> <p>17.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Services.</p> |
| 18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations | <p>18.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p> |
| <p>F: Award of Contract</p> | |
| 19. Acceptance of the Quotation | <p>19.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p> <p>19.2 The bidder should have to quote both items mentioned in Section IV</p> |
| 20.Notification of acceptance | <p>20.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p> |
| 21. Payment | <p>21.1 Payment will be done after furnishing the final invoice and the test report.</p> |
| 22. Performance Security | <p>21.1 If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance security in the amount and in the form (Bank Guarantee and/or Performance Bond)</p> |

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| | stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract. |
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| ITV Ref. | Section II: Data Sheet |
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| 1.1 | The Purchaser is: Secretary, Ministry of Mahaweli, Agriculture, Irrigation and Rural Development. |
| 1.1 | The name and identification number of the Contract is: Procurement of a) Server Migration and Establishment of Network System, b) Migration of Fingerprint System MOA/Shopping/ MOA/Shopping/ Server Migration and Establishment of Network, Fingerprint Systems/01/2020 |
| 2.1 | The information required from bidders i. Business/ Company Registration ii. Last two years annual audited financial statement iii. Manufacture’s Authorization and partner certificate iv. VAT Registration v. Bid Security vi. Employee information and certification vii. Technical proposal with migration and commencing existing servers,rack,UPS and battery bank in DPJ Tower to “Govijana Mandiraya” viii. Warranty and maintenance ix. Any other information bidder may wish to include |
| 4.3 | Address for submission of Quotation is Secretary, Ministry of Mahaweli, Agriculture, Irrigation and Rural Development, 80/5, “Govijana Mandiraya”, Rajamalwatta Avenue, Battaramulla. |
| 8 | The period of Bid validity shall be until 15 May 2020. |
| 9.1 | An irrecoverable and unconditional Bid Security shall be required Security issued by a bank registered in Central Bank of Sri Lanka for Rs. 180,000 valid up to 15 June 2020. |

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| 12 | <p>Site visit and pre-bid meeting both DPJ building and “Govijana Mandiraya” is arranged 17th February 2020 Deadline for submission of quotation is: Time- at 10.00 a.m. Date-28th February 2020</p> |
| 14 | <p>The quotations will be opened at the following address:</p> <p>Secretary, Ministry of Agriculture, Procumbent Division, 1st Floor, 80/5, “Govijana Mandiraya”, Rajamalwatta Avenue, Battaramulla. Quotations opening time - 10.00 a.m. Date - 28th February 2020</p> |
| 15 | <p>For clarification of Bid purposes only</p> <p>Attention:</p> <p>Senior Assistant Secretary (Procurement) 1st Floor, Ministry of Mahaweli, Agriculture, Irrigation and Rural Development, 80/5, “Govijana Mandiraya”, Rajamalwatta Avenue, Battaramulla.</p> <p>Tel/Fax: 0113403786 / 011-2887406 Email – procument.1info@gmail.com</p> |
| 17 | <p>Other factors that will be considered for evaluation are</p> <ol style="list-style-type: none"> 1. Technical Specifications and design architecture 2. Ability of supplying the items within the given period 3. Deviation in Delivery schedule will amount adjustment factor of 0.05% per day of the bid amount during schedule provided. 4. The bids will be evaluated, and award will be made item wise. 5. Products, reliability and redundancy |
| 22 | <p>Irrecoverable and unconditional Performance Bond is Rs.900, 000 issued by a bank registered in Central bank of Sri Lanka valid up to 28th August 2020</p> |

Eligibility Criteria

Post-qualification Requirements:

- The service provider should have at least 5 years' experience in providing the service the proposed brand of the items
- The Local supplier should have sold at least 100 items in proposed product in Sri Lanka within the last 2 years.
- Company profile include the technical team employee list and should be employed at least two qualified and certified engineers in the local supplier.
- The bidder shall furnish documentary evidence along with the bid to demonstrate that the bidder/manufacturer is possessed with above mentioned qualifications/experience.
- Annual turnover not less than 200million in the last three years
- Three references should be given at least with one government/ semi government reference
- Warranty and maintenance should be provided for Products minimum for 1 year

Liquidated Damages: If the Supplier fails to deliver any or all of the Goods or perform the Related Services within the given period as specified in the Contract, the Purchaser may deduct a sum equivalent to 0.05 % per day of the price of the delayed Goods or unperformed Services from the Contract Price, as liquidated damages, Maximum deduction of the percentage is 10% of the contract value and once the maximum is reached, the Purchaser may terminate the Contract.

Section III: Schedule of Requirements

| Item | Description of Goods | Destination | Transportation and any other services | Delivery Date | | |
|------|--|---|---------------------------------------|---|--|---|
| | | | | Earliest Delivery Date | Latest Delivery Date | Bidder's offered Delivery date [to be provided by the bidder] |
| 01. | Migration, configuration and installation of servers, rack, UPS and battery bank | Secretary, Ministry of Agriculture, 80/5, Govijana Mandiraya", Rajamalwatta Avenue, Battaramulla. | | | On or before 7 th March 2020 | |
| 02. | Installation and commencing the Fully functional V-Lan Network System, Firewall and Network connectivity | | | Within 01 weeks from the date of award the tender | Within 6 weeks from the date of award the tender | |
| 03. | Migration and Installation of fingerprint system | | | | On or before 7 th March 2020 | |

Section IV: Price Schedule

Name of the Bidder

| Description/ Item | Quantity | Unit Price | Rate | Amount (Rs) | |
|--|----------|------------|------|-------------|---------|
| | | | | Figures | In word |
| Migration and installation of servers, rack, UPS and battery bank & Installation and commencing the Fully functional V-Lan Network System, Firewall and Network connectivity | | | | | |
| Migration and Installation of fingerprint system | | | | | |
| VAT (8%) | | | | | |
| Total | | | | | |

1. VAT Registration No if applicable (a copy of the certificate should be attached)
2. Signature of the authorized person
3. Name of the person who signed
4. Designation
5. Company Seal

Section V: Quotation Submission Form

Date:

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in section III.

(Insert a brief description of the Goods)

- (c) The total price of our quotation including any discounts offered is:
.....
..... [insert the total quoted price for item/items
excluding VAT in words and figure] and % of VAT;
- (d) Our quotation shall be valid for the period specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:

[Insert signature of person whose name and capacity are shown]

Name:

[Insert complete name of person signing the Bid Submission Form]

Dated: