

COLOMBO MUNICIPAL COUNCIL  
CENTRAL PROCUREMENT DEPARTMENT  
Tel.: 2686389 Fax: 2662329

**Tender for Maintenance of the Existing Computer Network in the  
New Building of the CMC.**

**(Computer, Scanners, Printers & the other accessories are not included)**

**CPD15/1813/2021**

**Tender Closing Date and Time: 30 / 12 / 2021 at 10.00 am**

**Tender Opening Date and Time: 30 / 12 / 2021 at 10.00 am**

**PART I**

*(For office use only)*

**Name of the Firm: - .....**

**Receipt No.: -.....**

.....  
**Issuing Officer**

**Date: -.....**

**PART II**

*(To be filled by the Tenderer)*

1. Name of the Tenderer: -.....

2. Business Address: -.....  
.....  
.....

3. Telephone Numbers: -.....

4. Email Address: - .....

5. Business Registration No: -.....

6. VAT Registration No: - .....

Bank Guarantee No: -.....

Bank: -.....

Bank Guarantee Amount: -.....

**Price Schedule**

	<b>Description</b>	<b>Unit Price Without Taxes (Per Month)</b>	<b>08% Vat</b>	<b>Unit Price With Taxes (Per Month)</b>	<b>Total Annual Charges (With Tax)</b>	<b>Total Charges for Three Years (With Tax)</b>
01	MAINTENANCE OF THE EXISTING COMPUTER NETWORK IN THE NEW BUILDING OF THE CMC (COMPUTERS, SCANNERS, PRINTERS & THE OTHER ASSESSORIES ARE NOT INCLUDED.					

<b>DATA EQUIPMENT</b>						
<b>Description</b>	<b>Units</b>	<b>Unit Price Without Taxes (Pre Month)</b>	<b>08% Vat</b>	<b>Unit Price With Taxes (Pre Month)</b>	<b>Total Price With Taxes (Per Year)</b>	<b>Total Price With Taxes (Per 03 Years)</b>
<b>Data Points</b>						
Total number of data points at entire building.	363 Nos					
<b>Network Cabinets</b>						
15U Network Cabinets With Front Glass Door	04 Nos					
21U Network Cabinets With Front Glass Door	02 Nos					
40U Network Cabinets With Front Glass Door	01 Nos					
<b>Data Switches</b>						
HP 1820 24 PORT NON POE Data Switches	20 Nos					
HP A5500 Manageable Data Switch	01 Nos					
<b>Patch Panels</b>						
24 Port UTP Patch Panels	17 Nos					
2 X 12 Port Fiber Patch Panels	09 Nos					
<b>Cable Management</b>						
Cable Management Rings	18 Nos					
<b>Power Bars</b>						
06 Way Power Bars	07 Nos					
<b>UP Links</b>						
Total Fiber Uplinks	08 Nos					
Data Switches to Main Cabinet – 06 Nos Old Building to New Building - 02 Nos						
<b>UPS</b>						
12 No's APC 10KVA centralized UPS for both Data & CCTV	18 Nos					

I agree that the price given in this Tender is valid for acceptance for a period of 180 days from the date of closing of Tenders and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the Tender.

.....  
SIGNATURE OF TENDERER  
AND SEAL OF THE FIRM.

NAME IN BLOCK CAPITALS:-.....

ADDRESS: - .....  
.....

WITNESSES

(1). Signature :  
Name in Block Capitals :  
Address :

(2). Signature :  
Name in Block Capitals :  
Address

**Colombo Municipal Council**

**Tender for Maintenance of the Existing Computer Network in the New Building  
of the CMC.**

**(Computer, Scanners, Printers & the other accessories are not included)**

**TENDER CONDITIONS AND INSTRUCTIONS TO TENDERERS**

**SCOPE OF THE TENDER.**

Tenderers are hereby invited by the Municipal Commissioner, Colombo Municipal Council to supply, install, configure and Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included). The system is implemented at Colombo Municipal Council, Town Hall, Colombo 07.

Please Contact on Telephone **077 359 5801 - (IT Consultant/ ME's Department of Colombo Municipal Council)** before visiting the Colombo Municipal Council Premises.

Tenderers **should be eligible as detailed in the Conditions and Specifications** for acceptance for evaluation of their Tenders.

## 1.0 RECEIPT OF TENDERERS

### A. General

1.1 The Purchaser is: Colombo Municipal Council

1.2 The name of the NCB is of **Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included)**

1.3 The source of funding is: CMC Funds

### B. Contents of Tender Documents

1.4 For **Clarification of Tender purposes** only, the Purchaser's address is:

Attention: Chief Accountant (Procurement)

Address: Central Procurement Department, Colombo Municipal Council

Telephone: 2686389

Facsimile number: 2662329

Electronic mail address: caccproc@colombo.mc.gov.lk

1.5 The Tender shall submit the following additional documents: [insert list of documents, if any]

1.5.1. Full document of Tenderer's Company Registration/Business Registration

1.5.2. Details of performance evidence for past three years. (Awarding letters, Purchase orders & performance letters etc.)

1.5.3. Copy of VAT Registration letter if Vat registered.

1.5.4. In case the relevant Tender value of the items for which expected to submit the Tender documents exceed Rupees five(5)million, the registration certificate obtained from the public Contracts Registrar (PCR)Colombo by the representative agent, Sub agent or nominee/nominated representative for and on behalf of the Tender should be submitted.

## 2.0 OPENING OF TENDERERS

### C. Preparation of Tender

2.1 The Tender shall be valid until 6 months.

2.2 (a) Tender shall include a Bid Security (issued by bank) included in Section IV Tender Forms;

Bid Guarantee obtained in favor of the Municipal Commissioner to the value of **Rs.100,000.00 (Rupees One Hundred Thousand only ) valid for 210 days ( Two hundred and Ten days )** from the closing date of Tenders should be provided along with the Tender. Bank Guarantee should be obtained only from a recognized Bank accepted by the Central Bank of Sri Lanka under Banking Act No: 30 of 1988.

2.3 Any Tenders not accompanied by bid Security Guaranty pursuant to clause 3.1 will be rejected and no further consideration will be given to such Tenders.

2.4 After the award has been finalized the bid Security Guaranty will be released to the respective Tenderers with the exception of the successful Tender. The bid Security Guaranty of the successful bidders will be released after furnishing of required Performance Guaranty and signing of Contract Agreement by the Tenderer.

2.5 The amount of the Bid Security shall be: **Rs.100,000.00**

2.6 The validity period of the bid security shall be until:

From **2021.12.30** to **2022.07.22** (Two hundred and Ten days)

### D. Submission and Opening of Tender

2.7 The inner and outer envelopes shall bear the following identification marks: Tender for **Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included) CPD 15/ 1813 /2021**

2.8 For Tender submission purposes, the Purchaser's address is:

Attention: Municipal Commissioner

Address: Colombo Municipal Council, Town hall, Colombo 07

The deadline for the submission of Tender is:

**Date 2021.12.30**

**Time: 10.00 am**

2.9 The Tender opening shall take place at: Colombo Municipal Council

2.10 Address: Municipal Secretary's Department, Colombo Municipal Council, Town Hall, Colombo 07.

Date: 2021.12.30

Time: 10.00 a.m

2.11 Thereafter Both ORIGINAL and DUPLICATE should be enclosed to one envelop and Sealed AND mark the Name of Tender item to be supplied on top left hand corner and Closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07. . **TENDERER'S Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelop, identifying the name of the Tenderer with change the tender to be invalid.**

2.12 The duly perfected Tender Should be deposited in the (Bid Box) kept in the Municipal Secretary's Department, Town Hall, Colombo 07, before closing as per time and date, published in the press Notice

2.13 TENDERES or their authorized representatives are allowed to be present at the time of opening of the Tender.

### **3.0 BID SECURITY GUARANTEE**

3.5 The successful Tenderer on receipt of the letter of acceptance of Tender should be submitted within seven (07) working days submit the Performance Guaranty and sign the Contract Agreement with the Colombo Municipal Council within 21 days.

3.6 In the event of successful Tenderer failing to provide performance Guaranty and to sign the contract agreement within the stipulated time period referred to in paragraph 3.5 above, the Tenderer is liable to forfeit the bid Security Guaranty or undergo any other penalty imposed by the Council or our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency or liable to accept.

### **4.0 MINIMUM VALIDITY PERIOD OF OFFERS**

4.1 All offers shall be valid for a minimum period of 180 (Hundred Eighty) calendar days from the date of closing of the Tender.

4.2 All prices quoted shall be firm and shall not be subject to any price variation within the validity period of offer specified above.

### **05. POWER OF THE COUNCIL TO ACCEPT OR REJECT THE OFFERS**

The Council reserves the right to reject any or all Tender or any portion of the Tender without adducing any reason. The Council may award the contract for any particular set of items at the quoted maintenance charges for each item. The Council is not liable and not bound to accept the lowest price Tender(s).



**06. COMPOSITION AND EVALUATION OF TENDER**

- 6.1 Tenderers will be qualified on the information regarding their corporate and staff strength, ability to perform contracts of this nature, and satisfactory performance in maintenance of systems comparable to that of CMC. The following will be examined as stated and provided by the Tenderers, in the form for Qualification, Schedule A (1). (See Clause 26.1).
- a) Computer systems comparable to that of Buyer, maintained by the Tenderer.
  - b) Qualifications and experience of the Tenderer's relevant computer system maintenance staff.
  - c) Availability of and access to spare parts and diagnostic and maintenance tools, instruments and techniques specific to the equipment to be maintained.
  - d) Reference sites.
- 6.2 The offers will be compared on the following basis and the most responsive bid will be selected (See Clause 26.2).
- a) Compliance with the Tender conditions.
  - b) Tenderer's qualifications and ability to commence the required maintenance work quickly.
  - c) Manufacture authorization.

**07. WARRANTY**

- 7.1 The contractor guarantees to the Council and the Commissioner, Colombo Municipal Council, that maintenance under the contract will comply strictly with the requirements of the contract.
- 7.2 The contractor shall further guarantee that no equipment, materials, software (programs) or data of the CMC or at CMC will be damaged or lost by any actions or negligence of the contractor's staff.
- 7.3 The contractor guarantees that all software and data of Buyer will be treated in the strictest confidence.
- 7.4 The contractor guarantees that his staff, particularly those assigned for CMC work, are fully trustworthy.
- 7.5 The maintenance agreement should be entered into with the Colombo Municipal Council.

**08. SCHEDULE OF PRICES**

- 8.1 Tenderers shall complete and sign the prescribed form of schedule of prices. The charges quoted should be for comprehensive maintenance services including parts and labor. If any parts or components or user-replaceable parts of equipment are not covered by the maintenance services those must be clearly stated in the Tender. Net price should cover travel and any other expenses incurred on maintenance work. Failure to provide the net price may result in the Tender being considered as a non-responsive Tender. The price schedule should be submitted with the Tender.
- 8.2 Tenderer must **quote annual charges for Tender for Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included)** including all equipment's and software **attached inside**.
- 8.3 The price quoted should be written clearly in ink or typewritten and must be in figures and repeated in words. If there is a discrepancy between the prices stated in figures and words, the prices stated in words will be taken as correct.
- 8.4 Any alteration in the offers should be initialed by the Tenderer. Failure to do so will result in the offer being treated as informal and it will be rejected.

**09. PROOF OF ABILITY**

- 9.1 Tenderers should be prepared to produce documentary evidence of ability to carry out the maintenance for which Tender are invited, if called upon to do so, before Tender is awarded to them.
- 9.2 Tenderers should be prepared to disclose reference sites, the contact persons and other information of their client installations, which will be kept confidential by the Council.
- 9.3 Tenderers should be prepared to produce copies or originals of Certificates and agreements pertaining to the bid, which will be kept confidential by the Council.

**10. ELIGIBLE TENDER/TENDERER**

- 10.1 The invitation for Tender is open to all reputed computer system maintenance parties with at least five (5) years of experience. The experience of the Tenderer and his staff must be clearly stated in the Tender.
- 10.2 The Tenderer must have stocks of and proven access to spare parts for server systems and other equipment for which maintenance is required under this tender. Tenderer must be prepared for inspection of such stocks by Buyer, during evaluation of tender.

**11. PERFORMANCE GUARANTY**

- 11.1 A sum equivalent to ten percent (10%) of the total value of the contract by Bid Bond/Security is required as a Performance guaranty for the due fulfillment of the contract by the successful Tenderer. If the Commissioner, Colombo Municipal Council is of opinion that the performance of the successful Bidder is unsatisfactory and that there is a breach of the stipulated conditions of the agreement, the Performance guaranty is liable to be forfeited and the contract terminated.
- 11.2 The Performance guaranty will be returned to the supplier at the end of the contract period if performance is satisfactory.

**12. NOTIFICATION**

- 12.1 Notice of acceptance of the tender will be sent to the selected tenderer by registered post to the address given by him/them in the tender.

**13. CONTRACT NOT TO BE SUB-LET**

- 13.1 The Contractor shall not assign or sub-let the contract or any part thereof or any benefit or interest therein to any third party without the prior written consent of the Commissioner, Colombo Municipal Council. The contractor shall not issue a power of Attorney to any person whose name is on the list of defaulting contractors for carrying on work under the contract.

**14. SIGNING OF THE CONTRACT AGREEMENT**

- 14.1 The successful Tenderer should enter into a contract agreement within the stipulated time as in clause 3.5 with the Colombo Municipal Council. The successful bidder must be prepared if so required by the on acceptance of tender to provide two good and trustworthy sureties acceptable to the Commissioner to guarantee the due fulfillment of the contract and the punctual performance of the agreement.
- 14.2 Contract will be signed for 2 years soon after the signing the contract.

**15. APPLICABLE LAW**

- 15.1 The tender and any contracts resulting there from shall be governed and abide by the laws of Democratic Socialist Republic of Sri Lanka.

**16. FORCE MAJEURE**

- 16.1 Neither party will be held responsible for failing in the execution of its contractual obligations in case their execution is delayed or hampered by force majeure events.
- 16.2 In the execution of the contract the term FORCE MAJEURE includes but is not restricted to acts of god, acts of civil insurrection, fires, floods, epidemics, strikes, freight embargoes and explosions.
- 16.3 If the contractor notifies the Commissioner in writing of the cause of such failure within 30 days from the beginning thereof, he may grant an extension of the delivery time when, in his judgment the facts justify such an extension. His findings shall be conclusive, subject only to the contractor's right of appeal under the arbitration clause of the contract.

**17. MAINTENANCE RESPONSE**

The time duration for maintenance/repair will be agreed upon by the contractor and the Buyer, as stipulated in the Specifications.

- 17.1 Should be installed / configured within the said and agreed time period.
- 17.2 Should be able to make the system up and running within four (04) Hrs after the breakdown call is logged.
- 17.3 Service records of preventive maintenance and repairs carried out should be handed over to the IT Div., CMC, so that recurring defects and patterns of defects can be identified for preventive measures.
- 17.4 Take measures to ensure security and confidentiality of all data, programs and system of Buyer.

**18. MAINTENANCE TYPES**

- 18.1 Maintenance includes preventive maintenance and repair of defects and replacement of defective components and re-commissioning of equipment and system as relevant.

**19. MODE OF PAYMENT**

- 19.1 Quarterly payment after an end of quarter.

**20. TERMINATION OF THE CONTRACT**

20.1 The Commissioner, Colombo Municipal Council may without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the contract in whole or in part:

a) If the contractor fails to provide the services as required and within the time agreed, or any extension thereof granted by the Commissioner, Colombo Municipal Council.

b) If the contractor fails to perform any other obligation(s) under the contract

and

If the contractor in either of the above circumstances, does not respond within a period of two ( 2 ) calendar days after receipt of the notice of default from the Commissioner, CMC, specifying the nature of the default(s).

**21. TIME EXTENSION FOR THE CONTRACTOR'S PERFORMANCE**

21.1 Maintenance services shall be provided by the contractor in accordance with the time durations agreed upon as stated in clause 17.

21.2 The contractor may claim extension of the time durations in case of Force Majeure events or, reasons related to nature of computer system, or the Buyer's business operations.

21.3 The contractor shall not be entitled to an extension of time for completion of tasks unless the contractor at the time of such circumstances arising (immediately) has notified the Commissioner, Colombo Municipal Council, in writing, of the delay that it may claim as caused by circumstances pursuant to clause 20 above, and upon request of the Commissioner, Colombo Municipal Council, the contractor shall substantiate that the delay is due to the circumstances referred to by the contractor.

**22. GENERAL PROVISION**

22.1 The contractor shall indemnify the Democratic Socialist Republic of Sri Lanka against any claim by or in respect of any employee of the contractor under the Workmen's Compensation Ordinance, No. 19 of 1934 or any statutory amendments, modifications or extensions thereof.

22.2 Contractors shall acquaint themselves fully with the conditions of the contract. No plea for lack of information will be entertained at any time.

22.3 Commissioner, Colombo Municipal Council, notwithstanding this agreement shall be at liberty to make other arrangements for maintenance services, should it appear advisable to him to do so, and in

such an event the contractor shall not be entitled to claim any damages against the Colombo Municipal Council.

**23. DECLARATION OF THE DIRECTORS AND FINANCIAL DETAILS**

23.1 Tenderers should declare in the case of Private Company the names of all Directors and Shareholders of the Company. If the company is a Public Company, the names of Directors should be declared.

**24. DETAILS TO ACCOMPANY THE TENDER**

24.1 The following details and documents should accompany the Tender.

- a) The Qualification Form completed and duly signed together with relevant documents - Schedule A (i)
- b) Bid Security Guarantee - Schedule A (ii)
- c) Documents as proof of ability vide clause 9.0.
- d) Customer and systems list.
- e) Tender Decrement duly signed - Schedule B (i).
- f) General Conditions of the Tender duly signed.
- g) Schedule of Prices duly signed - Schedule B (ii)
- h) Staff details and spare parts availability. Schedule B (iii)

The above documents and any other deemed necessary, shall be enclosed in an envelope or wrapper and sealed, in duplicate, stating the name and address of the Tenderer and stating “Tender for **Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included)**” on top left corner of the envelope or wrapping.

**25. FURTHER INFORMATION**

25.1 Further information can be obtained from the Commissioner, Colombo Municipal Council, Town Hall, Colombo 3, on any working day between hours of 10.00 a.m. to 2.30 p.m. until the close of Tender.

I/We agree to abide by the above conditions of Tender.

.....  
Signature of Tenderer  
& Designation Company Seal

Date: .....

Schedule A(i)

Specimen Form for Qualification of Tenderer

Tender for Maintenance of the Existing Computer Network in the New Building of the CMC.

(Computer, Scanners, Printers & the other accessories are not included)

Instruction to Tenderers

- 1. The system for which maintenance services are requested by this Tender is utilized for vital business activities of the Buyer. The contractor should be able to maintain the computer system for flawless operation.
2. The details requested in this Specimen Form should be completed with great care providing all genuine information which could be verified from other sources.

Qualification Details

- 1. Name of Tenderer:
Name of Company:
Nature of Organization:

(State whether Individual, Corporation, Partnership or other)

Office Address:

Telephone:
Fax:

- 2. Name of Directors:

- 3. Corporate standing /relationship with equipment manufacturers/principals relevant for the services offered.

.....
.....
.....
.....
.....
.....

- 4. Date and Number of Business Registration/ Company Registration:.....

(Copy of the registration should be enclosed)





**6.3 Reference Sites**

Please give three (3) reference sites in the public sector, where computer equipment and network systems are maintained by Tenderer. If the number of public sector reference sites is less than three, then give reference sites in the private sector too.

Client	Configuration	Duration of Maintenance	Contact Person
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**7. Financial Statements of Tenderer.**

Copy of Auditioned Statements Accounts for last two financial years should submitted. Financial Statements shall be certified by a chartered Accountant / Audit Firm.

I/We certify that the details given above (1 to 7) are true and accurate.

I/We attach hereto the following documents as part of my/our Tender.

- a) Bid Security
- b) Tender Document
- b) Documents as proof of ability vide clause 9.0.
- c) List of customers.

Address: .....

Telephone: .....

Fax: .....

Signature of Tenderer: .....

Name of Tenderer: .....

Designation of Tenderer: .....

Company Seal: .....

Date: .....

Schedule A(ii)

**Tender for Maintenance of the Existing Computer Network in the New Building of the CMC.**

**(Computer, Scanners, Printers & the other accessories are not included)**

**ACCEPTABLE FORMAT FOR PERFORMANCE GUARANTEE**

..... (Issuing Agency’s Name, and Address of Branch or Office).....

**Beneficiary** :.....(Name and Address of Employer).....

**Date:** .....

**PERFORMANCE GUARANTEE NO** .....

We have been informed that ..... (Name of Supplier) (Hereinafter called “the Supplier”) has entered into bid/quotation No..... (reference number of the bid/quotation) dated.....with you, for the .....(Insert “Supply”) of ..... (name of supply and brief description of supply) (hereinafter called “the supply”)

Furthermore, we understand that, according to the conditions of the supply a performance guarantee is required.

At the request of the supplier, We ..... (name of Agency) here by irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... (Amount in figures)(.....) (amount in Words), Such sum being payable in the types and proportions of currencies in which the supply price is payable, up on receipt by us of yours first demand in writing accompanied by a written statement starting that the Supplier is in breach of its obligation(s) under the supply, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the ..... Day of .....20..... (Insert date, 28 Days beyond the scheduled Supply completion date) and any demand for payment under it must be received by us at this office on or before that date.

.....  
[Signature(s)]

**Schedule B(i)**

**Tender for Maintenance of the Existing Computer Network in the New Building of the CMC.**

**(Computer, Scanners, Printers & the other accessories are not included)**

**SPECIMEN TENDER FORM**

Colombo Municipal Council  
Town Hall  
Colombo 07.

**Tender for Maintenance of the Existing Computer Network in the New Building of the CMC. (Computer, Scanners, Printers & the other accessories are not included)**

1. I/We, the undersigned, having read and fully acquainted myself / ourselves with the contents of the "Information and Instructions to Tenderers and Terms and Conditions of Tender" pertaining to the above Tender, along with Forms and Schedules thereto, do hereby undertake to provide maintenance services referred to therein, in accordance with the aforesaid Instructions. Terms and conditions, for a total Tender Price of Sri Lanka Rupees ..... (SLRs .....)  
The make up of the aforesaid Total Tender Price is given in the accompanying Price Schedules.

2. I/We confirm that this offer shall be open for acceptance until..... and that it will not be withdrawn or revoked prior to that date.

3. I/We attach hereto the following documents as part of my/our Tender:

- (a) Tender Documents duly signed
- (b) General Conditions of the Tender duly signed
- (c) Special Conditions and Tender Specifications
- (d) Offered Products and Services with their specifications
- (e) Schedule of Prices duly signed
- (f) Declaration of Directors vides clause 25.0, and Qualification

Form.

- (g) Warranty vide clause 7.0
- (h) Test Reports and any other relevant documents or details.

4. I/We understand that The Colombo Municipal Council is not bound to accept the lowest Tender and that The Colombo Municipal Council has the right to reject any or all Tender or to accept any part of a Tender.

5. I/We undertake to adhere to the Delivery Schedules given in the respective Price Schedule.

6. My/Our Bank Reference is as follows:

.....  
.....

7. My/Our address for the purpose of this tender and the Contract, if awarded, is as follows:

Address: .....  
.....  
Telephone: .....  
Fax: .....  
Signature of Tenderer: .....  
Name of Tenderer: .....  
Designation of Tenderer: .....  
Company Seal: .....  
Date: .....

**Schedule B (ii)****Tender for Maintenance of the Existing Computer Network in the New Building of the CMC.****(Computer, Scanners, Printers & the other accessories are not included)****To be maintained**

1. All the active and passive components of the network should be kept up & running.
2. Network Data points (363 No's)
3. FO uplink cable from the server room in the old building to the technical room of the new building.
4. FO uplink cables 06 No's (Inside the building)
5. Data Switches 21 No's
6. Network cabinets 07 No's with the accessories.
7. 10 KVA centralized UPS's 18 No's.

(The details list with the break down is attached herewith)

**To be done**

1. Other than the existing network diagrams, if any other diagram is needed, should be drawn and handed over to the CMC IT Department.
2. If any "Fluke" test reports of the data points (FO & UTP) are not available, should be done and to be handed over to the CMC IT Department.
3. If any existing data switches, network point or any UPS is not working properly, should be mentioned clearly.
4. If the labeling is not done/ partially done, those unavailable labels to be done.

**Conditions**

1. If any defect occurs, should be rectified within four (04) working Hrs other than part replacement.
2. One compatible data switch should be kept in the site as a backup replacement.
3. After replacing the backup equipment, within two (02) working days permanent replacement should be done.
4. When a replacement to be done, it should be happened with an equal or a latest equipment.
5. Take measures to ensure security and confidentiality of all data, programs and systems of CMC.
6. Tenderers can do the technical inspection of the CMC site only during the mentioned time periods here.

**Very Important**

**According to the Standard By-Laws of Colombo Municipal Council of the  
Extraordinary Gazette Notification No.2245/30 dated 17.09.2021  
(Local Authorities (Standard By-Laws) Act no 6 of 1952 -Extraordinary Gazette  
Notification No.541/17 dated 20.01.1989)**

**Following details shall be read carefully as per the Part V of the by law.**

TENDERER'S Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelop, identifying the name of the Tenderer with change the tender to be invalid. (Please see I.T.T. 22.2 ( C) of Tender data sheet II

Annexure – A

**Bank Details**

NAME OF THE COMPANY	BANK DETAILS						TELEPHONE NUMBER	MOBILE NUMBER	E - MAIL ADDRESS
	NAME IN THE ACCOUNT	BANK NAME	BANK CODE	BRANCH NAME	BRANCH CODE	BANK ACCOUNT NUMBER			

Certified above details are correct according to the Company / Partners/ proprietor details.

- Certified bank statement copy must be attached with bank details.

.....  
 Authorized Signature  
 Director/ Partners/ proprietor