

Bid Guarantee

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----

***Beneficiary: Director General of Government Information,
Department of Government Information,
No: 163, Kirulapone Avenue,
Colombo 05,
Sri Lanka.**

Date: ----- [insert (by issuing agency) date]

BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]

Sample Document

Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]

Date: -----[insert date by bidder]

Name of contract - **Supply Installation and Commissioning of Media Archival Solutions**

*Contract Identification No : **DI/PRO/04/19/2016/TEC 06**

*Invitation for Bid No.: ----- insert number]

*To: ----- **Director General of Government Information,
Department of Government Information,
No: 163, Kirulapone Avenue,
Colombo 05,
Sri Lanka.**

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter "the ITB"), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed [insert signature(s) of authorized representative] In the Capacity of [insert title]

Name [insert printed or typed name]

Duly authorized to sign the bid for and on behalf of [insert authorizing entity] Dated on [insert day] day of [insert month], [insert year]

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: **DI/PRO/04/19/2016/Tec 06**

To: **Director General of Government Information,
Department of Government Information,
No: 163, Kirulapone Avenue,
Colombo 05,
Sri Lanka.**

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V. Schedule of Requirements

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Sample Document

List of Goods and Delivery Schedule

					Delivery Date		
Line Item No	Description of Goods	Quantity	Unit	(project side) Destination specified	Earliest Delivery Date	Latest Delivery Date	Offered delivery date (to be provided by the bidder)
1.	Supply Installation and Commissioning of Media Archival Solutions.			GDI	75 Days	90 Days	

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Onsite Training				
2	Warranty				
3	After sale service Agreement. clauses of the service agreement may negotiate.				

Technical Specifications

Supply, Installation and Commissioning of Media Archival Solutions

Scope: Media Archival Solution: Department of Government Information

1.0 Introduction

This project aims to call for bids via the national competitive bidding process for the procurement and operation of an integrated Media Archival System for the Department of Government Information – Sri Lanka. This document describes the scope of the project and outlines the tools and processes required to supply, Install, test, train and commission the said Media Archival System.

Eligible bidders are required to read and understand the information and instructions outlined in this document first, and thereafter proceed to propose a solution in compliance with the scope and the attached technical specifications.

2.0 Constituents of Procurement

The following list of items are the constituents that will be procured as part of this project:

2.1 Deep Archival System:

- High-performance, scalable data archival and retrieval system with initial data storage capacity of 30TB.
- Suitable for archiving digital media data such as video, audio and photographs by providing high speed write and readout.
- Suitable for long-term data archival with data retention rating of 100 years.

2.2 Content Server:

- High performance server for managing the content of the Deep Archival System utilizing an enterprise level Archive Management Server Application.

2.3 Networked Storage System:

- High performance hard-disk based storage system with 72TB RAW capacity.
- Protected by RAID Level 6
- Capable of multi-user data sharing across a local area network.
- Serve as interim repository for media files before being sent to the Deep Archival System.
- Serve as interim repository for content extracted from the Deep Archival System.
- Serve as the database storage and cache backup for the Content Server.

2.4 Standalone Drive Unit:

- Stand-alone drive suitable for reading from or writing to data storage cartridges that are utilized by the Deep Archival System.

2.5 Networking Components, Peripherals and Accessories:

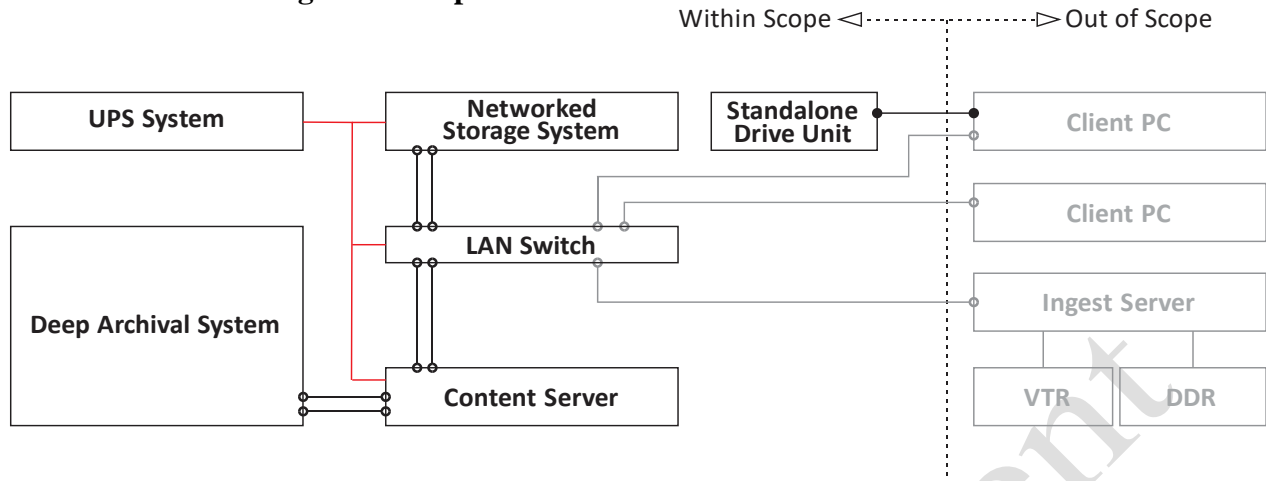
- Network Switch
- Cables & Connectors
- UPS system.

2.6 Deployment & Support Processes:

- Installation of complete solution
- Testing, Training and Commissioning of Solution
- Provision of support services

Sample Document

3.0 Workflow Diagram – Deep Archival Solution



4.0 General Conditions

- 4.1 The offered solution must be the product(s) of an internationally reputed brand(s), where each component has been field-proven and in use by leading broadcasters and professional media institutions.
- 4.2 The bidder must submit a letter of authorization from the manufacturer of Archival, Storage & Server hardware and software, authorizing the bidder to submit a bid for this project.
- 4.3 All bids must be for the complete Media Archival Solution. Bids that cover only part of the solution will be considered non-responsive and will be rejected.
- 4.4 The bidder must be a company registered in Sri Lanka with continuous operations for at least 10 years.
- 4.5 Each bid must propose a single integrated solution consisting of a single bill of quantities (BoQ). No alternative options should be provided within the same bid.
- 4.6 Bidders are allowed to submit multiple bids for different integrated solutions by registering and obtaining multiple sets of tender forms and submitting a single bid and BoQ per set of tender submission forms.
- 4.7 The original pages of the tender submission forms must be used to submit a bid. Alternative forms or photo copies may not be used in place of the original pages of the tender forms.
- 4.8 Incomplete documentation may result in the rejection of the bid.
- 4.9 All required accessories to interconnect and operate the Media Archival Solution as depicted must be included in the bid.
- 4.10 All software components must be licensed in the name of the purchaser.
- 4.11 All software components must be the latest available version at the time of supply.
- 4.12 All hardware components must carry manufacturer warranty as stated in the Technical Specifications.
- 4.13 All hardware components must be new.
- 4.14 Beyond the warranty period, availability of spares must be ensured for time period stated in the technical specifications.
- 4.15 The operation manual of the Deep Archival System must be included in the bid in order to facilitate bid evaluation.
- 4.16 Prices for installation, testing, operational training and maintenance training for the complete solution should be included in the bid.

- 4.17 The bid must be compliant with the included technical specifications and should also include original technical literature to corroborate the compliance.
- 4.18 If invited, the bidder must conduct a detailed presentation of the solution to the purchaser. The presentation must be done at no cost to the purchaser with no obligation to purchase.

Sample Document

Technical Specifications – 1 No. Deep Archival System

Item No.	Description	Requirement	Compliance (Yes/No)	Corroboration & Reference
01	Type of archival	Long-term archival with 100-year data retention rating and near-online data access.		
02	Type of system	Archival system containing multiple data cartridges and multiple drive units.		
03	System Scalability (Storage)	Scale capacity by the addition of data cartridges.		
04	System Scalability (Drives)	System should support the addition of concurrently operable drives as and when required in the future.		
05	Read/write mechanism	Non-contact read write mechanism for high reliability.		
06	Data access	True random access though Open Platform Architecture-Universal Disk Format (UDF)		
07	Data write speed	Write speed of 1 Gbps or faster		
08	Data read speed	Read speed of 2 Gbps or faster.		
09	Cartridge storage capacity	3TB or more per cartridge		
10	Cartridge durability	Rated for 1 million read cycles		
11	Cartridge robustness	Water disaster resistant		
12	Cartridge operating temperature	+5°C ~ +55°C		
13	Cartridge storage temperature	-10°C ~ +55°C		
14	Cartridge storage humidity	3% ~ 90% relative humidity		
15	Error verification	On-the-fly verification for error-free recording		
16	Cartridge storage climate conditions	Ejected cartridges must be suitable for shelf storage in a typical office environment without requiring special climate-controlled conditions		
17	Available cartridge types	Write-Once cartridges		

		Rewriteable cartridges		
18	Cartridges to supply	Supply 33TB of raw capacity using Write-Once (WORM) cartridges.		
19	Drives to supply	Supply 2 drives		
20	Drive interface	Specify compatible interface		
21	System power requirement	100 V AC to 240 V AC, 50 Hz/60 Hz		
22	System power consumption	220W or less (with 2 drives)		
23	System operating temperature	5°C ~40°C		
24	System operating humidity	20% ~ 90% (relative humidity)		

Sample Document

General Conditions

25	Warranty	1 year or more		
26	Support	Spare parts and maintenance services must be made available for a minimum of 2 years after the warranty period.		
27	Eligibility	The supplier must have industry experience of more than 10 years. Include business registration certificate.		
28	Authorization	The supplier must include a Letter of Authorization from the manufacturer of the product, authorizing the bidder to submit a bid for this project.		
29	Training	In-depth training must be provided in the operations and maintenance of the product.		
30	Make:			
31	Model:			
32	Country of Origin:			

Technical Specifications – 1 No. Content Server

Item No.	Description	Requirement	Compliance (Yes/No)	Corroboration & Reference
01	Purpose	High performance server for managing the content of the Deep Archival System utilizing an enterprise level Content Management Application.		
02	Processor implementation	R3 (LGA 2011)		
03	Processor TDP supported	Up to 160W per processor		
04	Processor	Intel Xeon E5-2600 v4 family		
05	Number of cores/threads	14cores/28threads per processor or higher		
06	Processor base frequency	2.40 GHz or higher		
07	Processor turbo frequency	3.30 GHz or higher		
08	Processor cache	35MB or higher		
09	Bus speed	9.6 GT/s QPI		
10	Memory size	64GB		
11	RAM type	2400MHz ECC registered DDR4 72-bit SDRAM		
12	Max RAM capacity	Up to 1TB ECC 3DS LRDIMM		
13	Chipset	Intel C612 chipset		
14	System drives	2 x 240GB enterprise SSD (in RAID Level 1)		
15	Data Drives	2 x 4TB enterprise HDD		
16	Raid levels supported	RAID 0, 1, 5, 10		
17	Drive bays	4 x 3.5" Hot-swap HDD trays with backplane		
18	Optical drive	DVD writer		
18	SATA ports	10 x SATA 6Gbps ports		
19	Network controllers - SFP+	2 or more 10GbE SFP+ ports with transceivers and cables to connect to the LAN switch.		