



BIDDING DOCUMENT

CISCO LICENSE & WARRANTY RENEWAL, ACTIVE DIRECTORY MANAGEMENT, WI-FI MANAGEMENT, GENERIC CABLING MANAGEMENT, END OFF LIFE DEVICE PURCHASING

**COLOMBO LOTUS TOWER MANAGEMENT CO. (PVT) LTD.
(CLT/S/AMC/RFB/25/24)**

THE EMPLOYER

**CHIEF EXECUTIVE OFFICER
COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD
NO 320, D R WIJewardane Mawatha, COLOMBO 10**

BIDDING DOCUMENT

CISCO LICENSE & WARRANTY RENEWAL, ACTIVE DIRECTORY
MANAGEMENT, WI-FI MANAGEMENT, GENERIC CABLING
MANAGEMENT, END OFF LIFE DEVICE PURCHASING

(CLT/S/AMC/RFB/25/24)

- Invitation for Bids
- Section I - Instructions to Bidders (ITB)
- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Bidding Forms
- Section V - Schedule of Requirements
- Section VII - Contract Data
- Section VI - Conditions of Contract (CC)
- Section VIII - Contract Forms

COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD

INVITATION FOR BIDS (IFB)

CISCO LICENSE & WARRANTY RENEWAL, ACTIVE DIRECTORY MANAGEMENT, WI-FI MANAGEMENT, GENERIC CABLING MANAGEMENT, END OFF LIFE DEVICE PURCHASING.

COLOMBO LOTUS TOWER MANAGEMENT CO. (PVT) LTD

Contract No. CLT/S/AMC/RFB/25/24

1. **The Chairman, Procurement Committee**, on behalf of the Colombo Lotus Tower Management Company (Pvt.) Ltd., now invites sealed Bid from eligible and qualified bidders for **Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing**.
2. Bidding will be conducted through **National Competitive Bidding**.
3. Interested eligible bidders may obtain further information from and inspect and acquire the bidding documents at **Procurement Manager's Office**, Colombo Lotus Tower Management Company (Pvt) Ltd Sri Lanka, 320, D R Wijewardena Mawatha, Colombo 10. Bids should be submitted on the forms available **from 20th October 2025 up to 31st October 2025 @ 09.00 am to 03.00 pm** on a payment of non-refundable tender fee of **Rs. 3,500.00**
4. The eligible bidders shall comply with the following qualification criteria stated in the bidding document
5. The successful bidder required to deliver the goods within **30 Days** from the Letter of Acceptance.
6. Sealed Bids must be delivered to the address,
Chairman – Procurement Committee, Procurement Manager's Office, Colombo Lotus Tower Management Company (Pvt) Ltd Sri Lanka, 320, D R Wijewardena Mawatha, Colombo 10 on or before **03rd November 2025 at 02.00 pm** Late bids will be rejected. Bidders or their authorized representatives are requested to be present at the opening of bids.
7. Bids shall be valid up to **19th January 2026** from bid opening date.
8. All bids must be accompanied by a bid security of **Rs. 190,000.00** and should be valid until **16th February 2026**.
9. Bidders are expected to attend **the pre-bid meeting**, which will be held on **23rd October 2025 at 11.00 am** in the **First Floor Meeting Room**.

Signed

DIRECTOR/CHIEF EXECUTIVE OFFICER

COLOMBO LOTUS TOWER MANAGEMENT CO. (PVT) LTD.

Section I. Instructions to Bidders

The Instructions to Bidders for this work are contained in Section 1 of the Standard Bidding Document, **“Procurement of General Goods – National Competitive Bidding (NPA/Goods/SBD 01)”**

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Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser: Colombo Lotus Tower Management Company (Pvt.) Ltd., 320, D R Wijewardena Mawatha, Colombo 10.
ITB 1.1	The name and identification number of the Contract are, 2. Cisco License & Warranty Renewal, Active Directory Management, Wifi Management, Generic Cabling Management, End off Life Device Purchasing. Colombo Lotus Tower Management Company (Pvt) Ltd (CLT/S/AMC/RFB/25/24)
ITB 2.1	The source of funding is: Funds of Colombo Lotus Tower Management Company (Pvt) Ltd.
ITB 4.4	Foreign bidders are not allowed to participate in bidding.
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only: Attention: Procurement Manager, Address: Colombo Lotus Tower Management Company (Pvt) Ltd., No. 320, D.R. Wijewardena Mawatha, Colombo 10. Telephone: 0112-108300 / 074-3905563 / 074 201 2366 Email address: tender@colombolotustower.lk
	C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall furnish documentary evidence for the followings. All documents submitted by photocopies shall be authenticated. 3. The bidder should be in the business continuously for last five years and should be a Manufacturer or authorized representative or authorized to assemble parts obtained from Manufacturer who must

	have manufactured and supplied satisfactorily similar Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing for at least during the last five years continuously. 4. The bidder should have supplied similar Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing to this supply into a value of not less than Rs. 14 million within last 5 years. (Purchase Orders and Completion report Should be attached with Bid) 5. Average annual volume of Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing supplies performed during the last 3 years shall be not less than Rs 25.00 Million (Purchase Orders and Completion report Should be attached with Bid) • The minimum amount of liquid assets and / or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, shall be not less than Rs. 6.00 Million (Documentary evidence should be submitted with Bid) 6. Details of Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing listed should be submitted. Samples of materials Country of Origin, Technical Literature are also to be submitted. The Bidder should submit the following documents along with the Bid; • Certificate of Business Registration or Incorporation (Certified photocopy). • VAT Registration Certificate • Audited Statements of Accounts for the last three years (2020/21 – 2022/23). (Certified photocopy). • Bankers Certificates about the financial capability. (original) • Manufacture's Authorization (original) 7. Details of Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing listed should be submitted. Samples of materials, Country of Origin, Technical Literature are also to be submitted. • Notwithstanding anything stated above, the Purchaser reserves the right to assess Bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the Purchaser.
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	Bidder shall furnish International/Local Product Quality Certificates with the bid.
ITB 14.3	Not applicable (Total quantities stated in each package to be quoted)
ITB 15.1	The bidder shall quote in Sri Lankan Rupees.
ITB 18.1 (b)	After sales service is required.
ITB 19.1	The bid shall be valid until 19th January 2026 from the deadline for closing of bids.
	D. Submission and Opening of Bids
ITB 22.2	The inner and outer envelopes shall bear the following identification marks: Cisco License & Warranty Renewal, Active Directory Management, Wi-Fi Management, Generic Cabling Management, End off Life Device Purchasing (CLT/S/AMC/RFB/25/24)
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Chairman – Procurement Committee, Address: Procurement Division, Colombo Lotus Tower Management Company (Pvt) Ltd., No. 320, D.R. Wijewardena Mawatha, Colombo 10. The deadline for the submission of bids is: Date: 03rd November 2025 at 02.00 pm
ITB 26.1	The bid opening shall take place at: Address: Procurement Manager's Office, Colombo Lotus Tower Management Company (Pvt) Ltd., No. 320, D.R. Wijewardena Mawatha, Colombo 10. Date: 03rd November 2025 Time: 02.00 pm
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: a) Deviation in Delivery schedule: Deviations will not be permitted. b) Deviation in payment schedule: Deviations will not be permitted.

	c) The cost of major replacement components, mandatory spare parts, and service: Not applicable
ITB 35.4	As per Section III.
ITB 35.5	Bidders are allowed to quote all items listed in Price Schedule

Section III – Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser uses to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

- (a) Deviation in Delivery schedule: Deviations will not be permitted
- (b) Deviation in payment schedule: Deviations will not be permitted
- (c) Cost of Major replacement components, mandatory spare parts, and service
Not applicable

2. Post-qualification Requirements (ITB 35.4)

The following factors and methodology will be used for evaluation:

Bidders who are eligible and substantially responsive from Preliminary Examination the Post Qualification requirements will be evaluated on the following areas;

- Should be in the business continuously for last five years and should be a Manufacturer or authorized representative or authorized to assemble parts obtained from Manufacturer who must have manufactured and supplied satisfactorily similar Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing (Pvt) Ltd for at least during the last five years continuously.
- Should have supplied similar Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing (Pvt) Ltd to this Supply into a value of not less than **Rs. 14.00 Million** within the last 5 years.
- Average annual volume of Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device

Purchasing (Pvt) Ltd supplies performed during the last Three years shall be not less than **Rs. 25 Million**

- The minimum amount of liquid assets and / or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, shall be not less than **Rs. 6.00 Million**
- Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing (Pvt) Ltd to be submitted, Country of Origin, Technical Literature to be submitted and shall be fully complied to the requirements stated in the bidding documents (Any Major deviations, bid will be considered as non-responsive)

Bidders, who have complied with the Post Qualification Requirements as above, will be qualified for further evaluation of Technical Bid. When the Post Qualification requirements are evaluated and who have qualified, a time will be given to make presentation, to submit samples for infections.

Bidders who are selected in the Post Qualification will be getting on sample/samples each from the selected items comply with bid by the Purchaser and to be tested as clause CC 25.2 of the bidding document on their cost.

Bidder shall arrange Presentations, Inspections of previous supplies similar to this Supply or any samples made for selected items on their cost.

Bidders who have failed to arrange presentation and infection of samples will be disqualified.

Section IV. Bidding Forms

Table of Forms

Bid Submission Forms.....

Price Schedule:.....

Bid Security (Guarantee)

Manufacturer’s Authorization

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

No:
[insert number of bidding process]

To: **Chief Executive Officer,
Colombo Lotus Tower Management Company (Pvt) Ltd.,
No. 320, D.R. Wijewardena Mawatha, Colombo 10.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:
[insert the number and issuing date of each Addenda];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services; **Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing (CLT/S/AMC/RFB/25/24)**
- (c) The total price of our Bid without VAT, including any discounts offered is:
.....
.....
.....
(Rupees) *[insert the total bid price in words and figures];*
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (g) 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;
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:
[insert signature of person whose name and capacity are shown]

In the capacity of
[insert legal capacity of person signing the Bid Submission Form]

Name:
[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:
[insert complete name of Bidder]

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

Price Schedule

The Bidder shall fill in this Price Schedule in accordance with the instructions indicated.

Prices should include all cost including transportation etc. and other local costs incidental to delivery of goods to their destination will have to be borne by the bidder and shall be included in the bid price.

Prices to be excluding VAT.

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Cisco Device License/Warranty Renewal /Local Support & Other Support

	Device Model	Serial No	Rate (Rs.)	Amount (Rs.)
1	FPR2110-NGFW-K9	JMX2247Y0DR		
2	ISR4321/K9	FDO2203A01E		
3	WS-C3850-24S-S	FOC2152U0LK		
4	WS-C3850-24S-S	FOC2152U0LR		
5	WS-C3850-24S-S	FOC2152X0NE		
6	WS-C2960X-24TS-L	FOC2202T1B7		
7	WS-C2960X-24TS-L	FOC2202T1DK		
8	WS-C2960X-24TS-L	FOC2202T1D4		
9	WS-C2960X-24TS-L	FOC2202T17N		
10	WS-C2960X-24TS-L	FOC2202T1FL		
11	WS-C2960X-48TS-L	FOC2201T2ZP		
12	WS-C2960X-48TS-L	FOC2201T2ZV		
13	WS-C2960X-48TS-L	FOC2201T2ZM		
14	WS-C2960X-48TS-L	FOC2201T2Y1		
15	WS-C2960X-48TS-L	FOC2201T31Z		
16	WS-C2960X-48TS-L	FOC2201T30C		
17	WS-C2960X-48TS-L	FOC2151T0HH		
18	WS-C2960X-48TS-L	FOC2201T32F		
19	WS-C2960X-48TS-L	FOC2201T30Q		
20	WS-C2960+24PC-L	FOC2151Y3NQ		
21	WS-C2960+24PC-L	FOC2151Y3QC		
22	WS-C2960+24PC-L	FOC2151Y3S8		

	Device Model	Serial No	Rate (Rs.)	Amount (Rs.)
23	WS-C2960+24PC-L	FOC2151Y3P4		
24	WS-C2960+24PC-L	FOC2151Y3Q5		
25	WS-C2960+48PST-L	FOC2201Y2CK		
26	WS-C2960+48PST-L	FOC2149Y1HU		
27	WS-C2960+48PST-L	FOC2201Y2DB		
28	WS-C2960+48PST-L	FOC2201Y2CN		
29	WS-C2960+48PST-L	FOC2201Y284		
30	WS-C2960+48PST-L	FOC2201Y2E6		
31	WS-C2960+48PST-L	FOC2201Y2DJ		
32	WS-C2960+48PST-L	FOC2201Y28J		
33	WS-C2960+24TC-L	FOC2201Y066		
34	WS-C2960+24TC-L	FOC2201Y04A		
35	WS-C2960+24TC-L	FOC2201Y06V		
36	WS-C2960+24TC-L	FOC2201Y071		
Total Amount (A)				

Re-Placements (Back to back / New one/other options) & one site Support

		Unit	Rate (Rs.)	Amount (Rs.)
37	Indoor Wireless Access Points with POE injector and Licenses	10		
38	wireless controller	1		
39	server	1		
Total Amount (B)				

Local Support

	Device Model	Serial No	Rate (Rs.)	Amount (Rs.)
40	UCSC-C220-M4S	FCH2201V0KB		
41	UCSC-C220-M4S	FCH2201V0KA		
42	UCSC-C220-M4S	FCH2148V09E		
Total Amount (C)				

Local Support

		Qty	Rate (Rs.)	Amount (Rs.)
43	PoE injector -AIR-PWRINJ5=	23		
44	Fiber Tranceiver Model,1G -GLC-SX-MMD=	48		
45	Tranceiver Model.cat5 - GLC -TE =	4		
46	Fiber Tranceiver Model,10G-SFP-10G-SR=	5		
Total Amount (D)				

Software/License Renewal

		Rate (Rs.)	Amount (Rs.)
47	Firewall License(FPR2100 Threat Defense Malware/Threat/URL Filtering Protection and Firepower Threat Defense Base Features)		
Total Amount (E)			

Other Support

			Rate (Rs.)	Amount (Rs.)
48	Active Directory Management			
49	Wi-Fi Management			
50	Generic Cabling Management			
51	Firewall Management			
52	Other			
		Total Amount (F)		
		Total Amount (A+B+C+D+E+F)		
		Other Charges		
		VAT 18%		
		Grand Total (Including all Charges)		

Bid Security (Bank Guarantee)

Whereas *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for providing Services of **CISCO LICENSE & WARRANTY RENEWAL, ACTIVE DIRECTORY MANAGEMENT, WI-FI MANAGEMENT, GENERIC CABLING MANAGEMENT, END OFF LIFE DEVICE PURCHASING (CLT/S/AMC/RFB/25/24)** (hereinafter called “the Bid”).

Know all people by these presents that We *[name of Agency]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound into **Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.** (Hereinafter called “the Employer”) in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder has been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date *[Usually 28 days after the end of the validity period of the Bid.]* days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date.....

Signature of the Bank.....

Witness.....

Seal.....

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.: *[insert number of bidding process]*

To: **Chief Executive Officer**
Colombo Lotus Tower Management Company (Pvt) Ltd,
No. 320, D.R. Wijewardena Mawatha,
Colombo 10.

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 Clause 27 cturer]*

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

Contents

1. List of Goods and Delivery Schedule
2. List of Related Services and Completion Schedule
3. Technical Specifications

1. List of Goods and Delivery Schedule

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date From the Letter of Award
01	All items included in the Price schedule	Total Quantity	nr	Colombo Lotus Tower Management Company (Pvt) Ltd., No. 320, D.R. Wijewardena Mawatha, Colombo 10.	30 Days

2. List of Related Services and Completion Schedule

Services	Description of Service	Quantity	Unit	Place where Services shall be performed	Final Completion Date(s) of Service
Supply service	All Service included in the Price schedule	Total Quantity stated in the Bidding document	nr	Colombo Lotus Tower Management Company (Pvt) Ltd., No. 320, D.R. Wijewardena Mawatha, Colombo 10.	Total Duration of contact Period from the issue of Letter of Acceptance

3. Technical Specifications

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Specification for Server

S.No	Feature	Requirement	Bidder's Response
1	Model	Specify	
2	Manufacture	Specify	
3	Chassis	1U Rack Mountable	
4	CPU	Up to 2 CPU sockets	
5	Processor	Intel Xeon 6 processors (1 x no) - improves security, performance, and efficiency while helping achieve sustainability goals with built-in accelerators includes Intel Trust Domain Extensions (TDX), Data Streaming Accelerator (DSA) , QuickAssist Technology (QAT), Advanced Matrix Extensions (AMX). And In-Memory Analytics Accelerator (IAA)	
6	No Of Cores	Minimum 16 physical cores per CPU and can be expand to 64 cores per socket.	
7	CPU Last Level Cache	Minimum 72 MB Last-Level Cache	
8	Chipset	Intel® C741 Series Chipset	
9	Memory	32 DIMM slots (16 DIMMs per CPU) 128GB DDR5 ECC RDIMM pre-installed Scalable up to 4TB DDR5 @ 6400 MT/s	
10	Storage Bays	Support up to 10 x 2.5" SFF hot-swappable drive bays (SAS/SATA/NVMe)	
11	Hard disk drive	4 x 1.2TB 12G SAS 10K RPM HDD	

S.No	Feature	Requirement	Bidder's Response
12	RAID Controllers	24-Gbps modular tri-mode RAID controller supports SAS 4 or NVMe hardware RAID	
13	PCIe expansion	Up to 3 PCIe 5.0 half-height slots or up to 2 PCIe 5.0 full-height slots plus 1 dedicated 24-Gbps RAID controller slot and 1 dedicated mLOM/OCP 3.0 slot	
14	Networking features	Server Must have following Network ports: 4 x 1Gbps Ethernet ports	
15	Interfaces	1 x Serial port 1 x USB 3.0 1Gbps Dedicated Remote Management Network Port	
16	Power Supply	Should support Hot-pluggable, redundant titanium Power supplies	
17	Management	Cloud-based lifecycle management Local/remote server management	
18	Server Management Software	Platform-level settings for user and SDK/API access, permissions, licensing, and audit Support for health monitoring, tagging and search, basic data inventory, and multifactor authentication Support for server basic inventory, firmware, and dashboard management. Simplification of compute infrastructure management with policy-based configurations using server profiles Collect, monitor, and visualize data. Get alerts about endpoint devices that are impacted by supported security advisories and field notices along with recommended remediation. Monitor power consumption of servers	

S.No	Feature	Requirement	Bidder's Response
19	Operating Systems and Virtualization Software Support	Should provide 01x qty of MS Windows server 2025 for Hyper V installation	
20	GPU support	Up to three single-wide GPUs supported	
21	Security	Secure Boot & TPM 2.0	
22	Warranty & Support	3 Years Comprehensive Warranty	
23	End-of-Life (EOL) period	up to 10 years or above	

Name of Authorized Person

.....

Company Name

.....

Company Seal

.....

Specification for Indoor Wireless Access Points with POE injector and Licenses

S. No	Feature	Requirement	Bidder's Response
1	Model	Specify	
2	Manufacture	Specify	
3	Wi-Fi 7	Should Support Wi-Fi 7	
4	Type	Indoor AP	
5	Wi-Fi standards	Should support all 802.11a/b/g/n/ac/ax/be	
6	Interfaces	Minimum 1x100M/1000M/2.5G Multigigabit Ethernet (RJ-45) Uplink Management console port (RJ-45) Minimum USB 2.0	
7	System memory	Minimum 4096 MB DRAM Minimum 16 GB flash	
8	Bluetooth Low Energy (BLE)	Minimum BLE 6.0	
9	Integrated antenna	2.4GHz: Peak gain minimum 4dBi, internal antenna 5GHz: Peak gain minimum 5.5dBi, internal antenna 6GHz: Peak gain minimum 6dBi, internal antenna	
10	Available transmit power range	Should be within TRC allowed power limits (23 dBm / 200 mW)	
11	Aggregate Frame Rate	Up to 9 Gbps	

S. No	Feature	Requirement	Bidder's Response
12	MIMO spatial streams	2x2 with two spatial streams (2.4 GHz, 5 GHz, and 6 GHz) or 2x2 with two spatial streams (2.4 GHz) and 4x4 with four spatial streams (5 GHz) 20-, 40-, 80-, 160-, and 320-MHz channels (6 GHz) 20-, 40-, 80-, and 160-MHz channels (5 GHz) 20-MHz channels (2.4 GHz)	
13	Number of radios	Minimum 5 (03 X client serving , 01 x BLE, 01 x dedicated scanning)	
14	Power Requirement	Should be power through a POE injector	
15	POE Injector	Supports auto-negotiation Ethernet interface with data connections upto 5 Gbps rate and supporting up to 50W.	
16	Licence	Need Network Subscriptions . (fundamental features and functionalities that are required to manage a network eg. Base Wireless Connectivity, Access point onboarding and registration on WLC , Client connectivity (WPA2, WPA3, 802.1X, etc Basic Security Features Secure SSIDs with authentication and encryption Guest access with simple portal (basic functionality) Network Services Quality of Service	
17	Compatibility	Should be compatible with proposed wireless controller	
18	Warranty	3 years	
19	End-of-Life (EOL) period	up to 10 years or above	

Name of Authorized Person

Company Name

Company Seal

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Specification Wireless Controller

S. No	Feature	Requirement	Bidder's Response
1	Model	Specify	
2	Manufacture	Specify	
3	Wireless Capacity		
3.1	Number of access points Support	Up to 250 access points	
3.2	Number of clients Support	Up to 5000 clients	
3.3	Throughput	Up to 5 Gbps	
3.4	WLANs	Up to 4096	
3.5	VLANs	Up to 4096	
4	Connectivity & Interfaces		
4.1	Ports	2x 10G/Multigigabit copper Uplink ports	
		4 x RJ-45 2.5G/1G Multigigabit Ethernet ports	
4.2	Service Port (SP)	01 x (RJ-45) for out-of-band management	
4.3	Console Ports	1x RJ-45, 1x mini-USB	
4.4	USB Ports	1x USB 3.0 port	
5	Form Factor	Device should be rack mounted	
6	Support High availability and seamless software updates	Should be able to support N+ 1 Redundancy through hot standby and failover mechanisms in future.	
		Support hot and cold patching, keep the clients and services always on in planned and unplanned events	

S. No	Feature	Requirement	Bidder's Response
7	Compatibility	Should be compatible with existing cisco Access points (cisco 9115 AXI, Cisco9163E) and proposed new Access points	
8	Licence	Need 15 X nos Network Subscriptions (Cisco Wireless Essentials) for existing APs	
9	Warranty	3 years	
10	End-of-Life (EOL) period	up to 10 years or above	

Name of Authorized Person

Company Name

Company Seal

TERMS OF REFERENCES (TOR)

CISCO LICENSE & WARRANTY RENEWAL, ACTIVE DIRECTORY MANAGEMENT, WI-FI MANAGEMENT, GENERIC CABLING MANAGEMENT, END OFF LIFE DEVICE PURCHASING AT COLOMBO LOTUS TOWER

For Cisco License & Warranty Renewal, Active Directory Management, Wi-Fi Management, Firewall Management, and Generic Cabling Management
Colombo Lotus Tower Management Company (CLTMC)

1. Background

To maintain its role as a state-of-the-art technology and business facility, CLTMC requires a robust, future-proof IT infrastructure. This TOR outlines the requirements for Cisco license and warranty renewal, Firewall management, Active Directory (AD) management, Wi-Fi network management with full network oversight, and structured cabling maintenance. These initiatives are intended to ensure reliability, scalability, security, and compliance.

2. Objectives

- Guarantee uninterrupted business operations through continuous Cisco device license and warranty coverage.
- Provide centralized identity management with secure, resilient, and optimized AD services.
- Deliver seamless and secure Wi-Fi coverage for staff, guests, and business partners.
- Maintain a structured cabling system that meets international standards, ensuring flexibility and longevity.
- Ensure regulatory compliance, cybersecurity readiness, and proactive maintenance across all IT systems.
- Facilitate knowledge transfer to internal staff for operational independence.

3. Scope of Work

3.1 Cisco License & Warranty Renewal

- Renewal of all licenses and warranties for routers, switches, firewalls, wireless controllers, access points, and servers (Annexure 01).
- Coverage includes Cisco devices such as servers, routers, switches, firewalls, and wireless access points.
- End of Life (EOL) device support with buy-back and replacement options.
- 24/7 access to Cisco TAC (Technical Assistance Center).
- Advance hardware replacement with strict turnaround times (NBD/24 hours).
- Clarification on whether replacement hardware will be new or refurbished, including related costs/logistics.
- Lifecycle management of devices: monitoring EOL and EOS timelines, migration planning for legacy equipment.
- Software updates, bug fixes, and security patches, with clear processes for delivery.
- Support to the Cisco portal handling

3.2 Active Directory (AD) Management

- User provisioning and de-provisioning with role-based access controls (RBAC).
- Group Policy design and enforcement for security baselines, system updates, and restrictions.
- Authentication via AD Federation Services (ADFS) with MFA integration.
- Domain Controller redundancy and failover testing.
- Compliance with GDPR-equivalent data protection principles where applicable.
- Maintenance and support for the existing 3 servers.
- Operate one of the existing servers as a secondary AD.
- Setup and management of Windows/software/patch updates.

3.3 Wi-Fi Management

- Centralized controller-based Wi-Fi management (Cisco Wireless LAN Controllers).
- SSID separation for staff, management, and guests with VLAN tagging.
- Advanced security protocols (WPA3, 802.1X with RADIUS).
- QoS and roaming optimization.
- Annual Wi-Fi surveys & heatmaps for coverage optimization.

- Integration with captive portal for guest access.
- Application of AP firmware security patches when released by the manufacturer.
- Analytics and reporting: device density, top applications, and performance trends.

3.4 Generic Cabling Management

- Structured cabling design based on TIA/EIA-568 and ISO/IEC 11801 standards.
- Rack cleaning, documentation, and patch panel management.
- Preventive maintenance including semi-annual inspections, rack cleanup, and organization.
- Fault rectification SLAs: fiber (12 hrs), copper (24 hrs).
- Future scalability: spare capacity planning and cable pathway optimization.
- CLTMC will provide accurate diagrams and reports.

3.5 Firewall Management

- Centralized management of firewall policies, rules, and configurations.
- Continuous monitoring for security events, intrusion attempts, and abnormal traffic patterns.
- Regular updates of firmware, patches, and threat signatures.
- Implementation of Next-Generation Firewall (NGFW) features including IDS/IPS, VPN, and advanced threat protection.
- High availability (HA) configuration and failover testing.
- Quarterly firewall audits and policy reviews to align with organizational security requirements.

4. Technical Support & SLAs

- 24/7 Service Desk with phone, email, and web portal access.
- A dedicated Project Engineer must be assigned, along with details of all support staff.
- SLA Commitments:
 - Critical (Network Down): Response 30 mins, Resolution 4 hrs.
 - High Severity: Response 1 hr, Resolution 8 hrs.
 - Medium: Resolution 24 hrs.
 - Low: Resolution 3 business days.
- Escalation path to Cisco TAC support as required.
- Onsite support available for critical incidents within 4 hours.

5. Proactive Monitoring & Maintenance

- Monthly SLA and performance reports for Cisco devices, AD, Wi-Fi, and Firewall must be submitted to CLTMC.
- Quarterly vulnerability assessments and annual penetration testing.

6. Training Tracks

Quarterly workshops covering Cisco, AD, Wi-Fi, Firewall, and cabling management:

- Network Administration (Cisco/AD/Firewall).
- Training & Knowledge Transfer.
- Security Management (policies, patching, threat mitigation).
- Infrastructure Maintenance (cabling, physical plant).

E-learning portal access with Cisco and Microsoft-certified content.

7. Confidentiality, Security & Compliance

- Compliance with ISO 27001 and Sri Lanka ICTA security guidelines.
- Alignment with Sri Lanka CERT cybersecurity recommendations. Perform vulnerability assessments, provide recommendations, and implement corrective tasks.

8. Partner Qualification

- Cisco Premier Certification (mandatory).
- Manufacture Authorization Certification
- Microsoft Certified Partner/Reseller with AD expertise.
- Minimum 2 CCNP-certified engineers and Microsoft AD professionals on staff.
- Wi-Fi engineers certified in CWNA or equivalent.
- At least 5 references of similar-scale projects in Sri Lanka/region.

9. Partner Qualification

- Business/VAT Registration

Section VI. Conditions of Contract

The Conditions of Contract for this work are contained in Section VI of the Standard Bidding Document, “**Procurement of General Goods – National Competitive Bidding (NPA/Goods/SBD 01)**”

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Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: Chief Executive Officer, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.
CC 1.1 (l)	The Project Site/Destination(s) is Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10. Add new definitions
CC 1.1 (m)	“Consultant” means the person appointed by the Purchaser and who is responsible for supervising the execution of the supply and administering the Contract. Consultant: Manager - IT Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10. “Week” means calendar week.
CC 1.1 (n)	“ Acceptance Certificate ” means the acceptance of the goods delivered and services provided, which certifies the Supplier’s fulfillment of the Contract in respect of functional requirement (other than warranty obligations and maintenance obligations) signed by the Purchaser.
CC 1.1(p)	
CC 8.1	For <u>notices</u>, the Purchaser’s address shall be: Attention: Procurement Manager, Address: Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10. Telephone: 0112-108300 / 074-3905563 / 074 201 2366 Electronic mail address: tender@colombolotustower.lk
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are as requested by the Purchaser
CC 15.1	CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by an Acceptance Certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.

	(i) Advance payment: Upon receiving an Advance Payment security, twenty (20) percent of the contract price shall be paid to the supplier (ii) On Delivery: Up to a maximum of sixty (60) percent of the Contract Price, shall be paid on receipt of the Goods and upon submission of the documents specified in CC Clause 12. (iii) On Acceptance: The remaining twenty (20) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the Acceptance Certificate for the respective delivery issued by the Purchaser. Acceptance Certificate will be issued in 20 Days after receiving the inspection results.
CC 17.1	The amount of performance security shall be: Ten (10) percent of the Contract Price and shall be valid up to 28 Days beyond the Contact Period.
CC 17.3	Performance security: The acceptable form is unconditional on-demand Bank Guarantee issued by a commercial bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka, as a percentage of the Contract Price acceptable to the Purchaser according to the sample format included in 'Contract Forms'
CC 21.1	Add (d) The given images (hard copy & soft copy) are only for the guidance and any sample/ samples which are compiled to bid shall be furnished by the Supplier for selection. Visits at the local factory/ Showroom should be arranged by the supplier. All the expenses for the above should be borne by the Supplier.
CC 25.1	The inspections and tests shall be: For all items of Cisco License & Warranty Renewal, Active Directory Management, Wi-fi Management, Generic Cabling Management, End off Life Device Purchasing (Pvt) Ltd supplier should arrange facilities to the Consultant for inspection of such items at workshop/ showroom before the delivery to the final destination at his own cost. Final inspection of all items will be carried out within 20 days after delivery of items to the destination indicated as Project Site by officers nominated and authorized by the CEO/Colombo Lotus Tower Management Company (Pvt)Ltd. The supplier should arrange the test at his own cost prior to issuing the Acceptance Certificate. The goods will be checked for quality as per CC25.2 after delivery if the Purchaser requested for.

CC 25.2	The Inspections and tests shall be conducted at reputed institutes as instructed by the Purchaser
CC 26.1	The liquidated damage shall be 0.5 % of the Contract Price, per week or part
CC 26.1	The maximum amount of liquidated damages shall be 10%
CC 27.3	The warranty period shall be same as the replaced product for full replacements (Cisco Network Device License, Warranty Renewal and End Off Life Devices Replacement with Cisco Support)
CC 27.5	Upon receipt of notice of any defects, the Supplier shall, within 1 Days , expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

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Section VIII. Contract Forms

Table of Forms

Performance Security.....

Guarantee for Advance Payment:

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Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* -----

Beneficiary: **Chief Executive Officer, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.**

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that -----[name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

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

At the request of the Supplier, we ----- [name of Agency] hereby 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 Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, 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 completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Guarantee for Advance Payment

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

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

ICB No. and title: *[insert number and title of bidding process]*

[issuing agency's letterhead]

Beneficiary: **Chief Executive Officer, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.**

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of issuing agency]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date]*.

[signature(s) of authorized representative(s) of the issuing agency]

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