



# Request for Proposal (Volume-III) For

Selection of Master System Integrator  
to  
Implement On-Premises Cloud Services  
and DR with O&M of CGSDC at Raipur.



**(Chhattisgarh Infotech Promotion Society)**

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# 1. GENERAL CONDITIONS OF CONTRACT

## 1.1. Definition of Terms

- i. **“Acceptance of System”**: The system shall be deemed to have been accepted by the Authority, subsequent to its installation, rollout & deployment of trained manpower, when all the activities as defined in scope of work have been successfully executed and completed to the satisfaction of authority or when the authority uses the deliverables for its intended use, whichever is earlier.
- ii. **“Applicable Law(s)”**: Any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye law, guideline, requirement or other governmental restriction or any similar form of decision applicable to the relevant party and as may be in effect on the date of the execution of this agreement and during the subsistence thereof, applicable to the project.
- iii. **“Authority”** means CHiPS. The project shall be executed in Raipur and shall be owned by CHiPS.
- iv. **“Bidder”** shall mean organization submitting the proposal in response to this RFP.
- v. **“MSI”** means the bidder who is selected by the Authority at the end of this RFP process. The agency shall carry out all the services mentioned in the scope of work of this RFP.
- vi. **“Contract”** means the Contract entered into by the parties with the entire documentation specified in the RFP.
- vii. **“Contract Value”** means the price payable to MSI under this Contract for the full and proper performance of its contractual obligations.
- viii. **“Commercial Off-The-Shelf (COTS)”** refers to software products that are ready-made and available for sale, lease, or license to the general public.
- ix. **“Data Centre Site”** means the Data Centre site including their respective Data Centre space, wherein the delivery, installation, integration, management, and maintenance services as specified under the scope of work are to be carried out for the purpose of this contract.
- x. **“Document”** means any embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, databases, or any other electronic documents as per IT Act 2000 and amendments thereof.
- xi. **“Effective Date”** means the date on which this Contract is signed by the parties hereto. If this Contract is executed in parts, then the date on which the last of such Contracts is executed shall be construed to be the Effective Date.
- xii. **“GCC”** means General Conditions of Contract
- xiii. **“Goods”** means all of the equipment, sub-systems, hardware, software, products accessories, software and/or other material / items which MSI is required to supply, install and maintain under this contract.
- xiv. **“Intellectual Property Rights”** means any patent, copyright, trademark, trade name, service marks, brands, proprietary information whether arising before or after the execution of this contract and the right to ownership and registration of these rights.
- xv. **“Notice”** means: a notice; or consent, approval or other communication required to be in writing under this contract.
- xvi. **“OEM”** means the Original Equipment Manufacturer of any equipment / system / software / product which are providing such goods to the authority under the scope of this RFP.
- xvii. **“MSI’s Team”** means MSI who has to provide goods & services to the authority under the scope of this contract. This definition shall also include any and/or all of the employees of MSI, authorized service

providers/ partners and representatives or other personnel employed or engaged either directly or indirectly by MSI for the purposes of this Contract.

- xviii. **“Replacement Service Provider”** means the organization replacing MSI in case of contract termination for any reasons for reasons arising out of breach of contract by MSI
- xix. **“Sub-Contractor”** shall mean the entity named in the contract for any part of the work or any person to whom any part of the contract has been sublet with the consent in writing of the Authority and the heirs, legal representatives, successors, and assignees of such person.
- xx. **“SCC”** means Special Conditions of Contract.
- xxi. **“Services”** means the work to be performed by the agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the authority.

## 1.2. Interpretation

In this Contract unless a contrary intention is evident:

- i. The clause headings are for convenient reference only and do not form part of this Contract.
- ii. Unless otherwise specified a reference to a clause number is a reference to all of its sub-clauses.
- iii. The word “include” or “including” shall be deemed to be followed by “without limitation” or “but not limited to” whether or not they are followed by such phrases.
- iv. Unless otherwise specified a reference to a clause, sub-clause or section is a reference to a clause, sub-clause or section of this Contract including any amendments or modifications to the same from time to time.
- v. A word in the singular includes the plural and a word in the plural includes the singular.
- vi. A word importing a gender includes any other gender.
- vii. A reference to a person includes a partnership and a body of corporate.
- viii. A reference to legislation includes legislation repealing, replacing, or amending that legislation.
- ix. Where a word or phrase is given a particular meaning, it includes the appropriate grammatical forms of that word or phrase which have corresponding meanings.
- x. In the event of an inconsistency between the terms of this Contract and the RFP and the Bid, the terms hereof shall prevail.

## 1.3. Conditions Precedent

This Contract is subject to the fulfilment of the following conditions precedent by MSI.

- i. Furnishing by MSI, an unconditional and irrevocable Performance Bank Guarantee of 10% of the contract value (PBG) (Performa given in Annexure 6.1.1 of Volume I of the RFP) and acceptable to the Authority which would remain valid until such time as stipulated by the Authority.
- ii. Obtaining of all statutory and other approvals required for the performance of the Services under this Contract. This may include approvals/clearances, wherever applicable, that may be required for execution of this contract e.g. clearances from Government authorities for importing equipment, exemption of Tax/Duties/Levies, work permits/clearances for Bidder/Bidder’s team, etc.
- iii. Furnish notarized copies of any/all contract(s) duly executed by MSI and its OEMs existing, at the time of signing of this contract in relation to the Authority’s project. Failure to do so within stipulated time of signing of contract would attract penalty as defined in section 2.4 in this volume of the RFP.
- iv. Furnishing of such other documents as the Authority may specify/ demand.
- v. The Authority reserves the right to waive any or all of the conditions specified in section 1.3 above in writing and no such waiver shall affect or impair any right, power or remedy that the Authority may otherwise have.
- vi. In the event that any of the conditions set forth in section 1.3 hereinabove are not fulfilled within 1 month from the date of this Contract, or such later date as may be mutually agreed upon by the parties, the Authority may terminate this Contract.
- vii. In case there is a contradiction between the sections, the below hierarchy of sections in order of precedence:
  - a) Contract agreement signed between CHiPS and MSI
  - b) Pre-bid clarification and Corrigendum, if any
  - c) Volume III of RFP (SCC holds precedence over GCC)

- d) RFP volume II
- e) RFP volume I

## 1.4. Scope of Work

- i. Scope of the work shall be as defined in RFP Volume II and Annexures thereto of the tender.
- ii. Authority has engaged MSI to provide services related to implementation of CGSDC solutions using which the authority intends to perform its business operations. MSI is required to provide such goods, services and support as the Authority may deem proper and necessary, during the term of this Contract, and includes all such processes and activities which are consistent with the proposals set forth in the Bid, the Tender and this Contract and are deemed necessary by the Authority, to meet its business requirements (hereinafter 'scope of work').

## 1.5. Key Performance Measurements

- i. Unless specified by the Authority to the contrary, MSI shall deliver the goods, perform the services, and carry out the scope of work in accordance with the terms of this Contract, Scope of Work and the Service Specifications as laid down under Service Level Agreement section.
- ii. If the Contract, scheduled requirements, service specification includes more than one document, then unless the Authority specifies to the contrary, the later in time as mutually agreed and discussed by both parties shall prevail over a document of earlier date to the extent of any inconsistency.
- iii. The Authority reserves the right to amend any of the terms and conditions in relation to the Contract / Service Specifications with mutual discussion and agreement and may issue any such directions which are not necessarily stipulated therein if it deems necessary for the fulfilment of the Schedule of Requirements.

## 1.6. Commencement and Progress

- i. MSI shall subject to the fulfilment of the condition's precedent above, commence the performance of its obligations in a manner as per the Scope of Work (RFP Volume II).
- ii. MSI shall proceed to carry out the activities / services with diligence and expedition in accordance with any stipulation as to the time, manner, mode, and method of execution contained in this Contract.
- iii. MSI shall be responsible for and shall ensure that all activities /services are performed in accordance with the Contract, Scope of Work and Service Specifications and that MSI's Team complies with such Specifications and all other standards, terms and other stipulations/conditions set out hereunder.
- iv. MSI shall perform the activities / services and carry out its obligations under the Contract with due diligence, efficiency, and economy, in accordance with generally accepted techniques and practices used in the industry and shall observe sound management, engineering and security practices. MSI shall always act, in respect of any matter relating to this Contract, as faithful advisors to the Authority and shall, always, support and safeguard the Authority's legitimate interests in any dealings with Third parties.

## 1.7. Standards of Performance

- i. MSI shall perform the Services and carry out its obligations under the Contract with due diligence, efficiency, and economy, in accordance with generally accepted techniques and best practices used in the industry and with IT standards recognized by international professional bodies and shall observe sound management,

engineering and security practices. It shall employ appropriate technology and engineering practices and safe and effective equipment, machinery, material, and methods. MSI shall always act, in respect of any matter relating to the Contract, as faithful advisors to the Authority and shall, always, support and safeguard the Authority's legitimate interests in any dealings with Third Parties.

## 1.8. Approvals and Required Consents

- i. The Authority shall extend necessary support to MSI to obtain, maintain and observe all relevant and customary regulatory and governmental licenses, clearances, and applicable approvals (hereinafter the "Approvals") necessary for MSI to provide the Services. The costs of such Approvals shall be borne by MSI. Both parties shall give each other all co-operation and information reasonably.
- ii. The Authority shall also provide necessary support to Bidder in obtaining the Approvals. If any Approval is not obtained, MSI and the Authority shall co-operate with each other in achieving a reasonable alternative arrangement.

## 1.9. Bidder's Obligations

- i. MSI's obligations shall include all the activities as specified by the Authority in the Scope of Work and other sections of the Tender and Contract and changes as mutually agreed by both parties, thereof enable Authority to meet the objectives and operational requirements. It shall be MSI's responsibility to ensure the proper and successful implementation, performance, and continued operation of the proposed solution in accordance with and in strict adherence to the terms of his Bid, the tender, and this Contract.
- ii. In addition to the afore mentioned, MSI shall provide services to manage and maintain the said system and infrastructure as mentioned in RFP Volume II.
- iii. Authority reserves the right to interview the personnel proposed that shall be deployed as part of the project team. If found unsuitable, the Authority may reject the deployment of the personnel. But ultimate responsibility of the project implementation shall lie with MSI.
- iv. Authority reserves the right to make require changes in personnel which shall be communicated to MSI. MSI with the prior approval of the Authority may make additions to the project team. MSI shall provide the Authority with the resume of Key Personnel and provide such other information as the Authority may reasonably require. The Authority also reserves the right to interview the personnel and reject, if found unsuitable. In case of change in its team members, for any reason whatsoever, MSI shall also ensure that the existing members are replaced with at least equally qualified and professionally competent members.
- v. MSI shall ensure that none of the Key Personnel (refer Section 4.8 of the RFP Volume I proposed) and manpower exit from the project during first 6 months of the beginning of the project. In such cases of exit, except for medical reason/death/Job-Termination, a penalty of INR 2 lakhs per such replacement shall be imposed on MSI.
- vi. MSI should submit profiles of only those resources who shall be deployed on the project. Any change of resource should be approved by the Authority and compensated with equivalent or better resource.
- vii. In case of change in its team members, MSI shall ensure a reasonable amount of time overlap in activities to ensure proper knowledge transfer and handover / takeover of documents and other relevant materials between the outgoing and the new member.



- viii. MSI shall ensure that MSI's Team is competent, professional and possesses the requisite qualifications and experience appropriate to the task they are required to perform under this Contract. MSI shall ensure that the services are performed through the efforts of MSI's Team, in accordance with the terms hereof and to the satisfaction of the Authority. Nothing in this Contract relieves MSI from its liabilities or obligations under this Contract to provide the Services in accordance with requirements and as stated in this Contract and the Bid to the extent accepted by the Authority and MSI shall be liable for any non-performance, non-compliance, breach or other loss and damage resulting either directly or indirectly by or on account of its Team. MSI shall be fully responsible for deployment / installation / development/ and integration of all the software and hardware components and resolve any problems / issues that may arise due to integration of components.
- ix. MSI shall ensure that the OEMs supply equipment/ components (including associated accessories & software) are available and shall ensure installation, commissioning, integration, and maintenance of these components during the entire period of contract. MSI shall ensure supply of the software applications and shall ensure installation / deployment, integration, roll-out and maintenance of these applications during the entire period of contract. It must clearly be understood by MSI that Warranty and O&M of the system, products and services incorporated as part of system would commence from Go-Live of system as a complete application including all the solutions proposed. MSI would be required to explicitly display that he/ they have a back-to-back arrangement for provisioning of warranty/ O&M support till the end of contract period with the relevant OEMs. The annual maintenance support shall include software patches and updates, hardware components and other devices. In case of delay in Go-Live for any reasons not attributable to MSI or delay from other stakeholder, Go-Live should be declared for components to start the Warranty/O&M support of those components which are commissioned.
- x. All the software licenses that MSI proposes should be perpetual software licenses. The software licenses shall not be restricted based on location and the Authority should have the flexibility to use the software licenses for other requirements, if required.
- xi. All OEMs that MSI proposes should have Dealer/Manufacturer possession licenses.
- xii. The Authority reserves the right to review the terms of the Warranty and Annual Maintenance agreements entered between MSI and OEMs and no such agreement/contract shall be executed, amended, modified and/or terminated without the prior written consent of the Authority. An executed copy of each of such agreements/contracts shall, immediately upon execution be submitted by MSI to the Authority.
- xiii. MSI shall ensure that none of the components and sub-components is declared end-of-sale or end-of-support by the respective OEM at the time of submission of bid. If the OEM declares any of the products/ solutions end-of-sale subsequently, the MSI shall ensure that the same is supported by the respective OEM for contract period.
- xiv. If a product is de-supported by the OEM for any reason whatsoever, from the date of Acceptance of the System till the end of contract, MSI should replace the products/ solutions with an alternate that is acceptable to the Authority at no additional cost to the Authority and without causing any performance degradation.
- xv. The Licenses will be in the name of Authority only.
- xvi. MSI shall ensure that the OEMs provide the support and assistance to MSI in case of any problems / issues arising due to integration of components supplied by him with any other component(s)/ product(s) under the purview of the overall solution. If the same is not resolved for any reason whatsoever, MSI shall replace the

required component(s) with an equivalent or better substitute that is acceptable to Authority without any additional cost to the Authority and without impacting the performance of the solution in any manner whatsoever.

- xvii. MSI shall ensure that the OEMs for hardware servers/equipment supply and/or install all type of updates, patches, fixes and/or bug fixes for the firmware or software from time to time at no additional cost to the Authority and update should happen Over the Air.
- xviii. MSI shall ensure that the OEMs for hardware servers/ equipment or Bidder's trained engineers conduct the preventive maintenance on a Quarterly basis and break-fix maintenance in accordance with the best practices followed in the industry. MSI shall ensure that the documentation and training services associated with the components shall be provided by the OEM partner or OEM's certified training partner without any additional cost to the Authority.
- xix. The training has to be conducted using official OEM course curriculum mapped with the hardware / Software Product's to be implemented in the project.
- xx. MSI and their personnel/representative shall not alter / change / replace any hardware component proprietary to the Authority and/or under warranty or O&M of third party without prior consent of the Authority.
- xxi. MSI shall provision the required critical spares/ components at the designated Data centre sites / office locations of the Authority for meeting the uptime commitment of the components supplied by him.
- xxii. MSI's representative(s) shall have all the powers requisite for the execution of scope of work and performance of services under this contract. MSI's representative(s) shall liaise with the Authority's representative for the proper coordination and timely completion of the works and on any other matters pertaining to the works. MSI shall extend full co-operation to Authority's representative in the manner required by them for supervision/ inspection/ observation of the equipment/ goods/ material, procedures, performance, progress, reports, and records pertaining to the works. He shall also have complete charge of MSI's personnel engaged in the performance of the works and to ensure compliance of rules, regulations, and safety practice. He shall also cooperate with the other Service Providers/Vendors of the Authority working at the Authority's office locations & field locations and DC & DR sites. Such Bidder's representative(s) shall be available to the Authority's Representative at respective Data centre during the execution of work.
- xxiii. MSI shall be responsible on an ongoing basis for coordination with other vendors and agencies of the Authority in order to resolve issues and oversee implementation of the same. MSI shall also be responsible for resolving conflicts between vendors in case of border-line integration issues.
- xxiv. MSI is expected to set up a project office in CHiPS SDC Raipur. The technical manpower deployed on the project should work from the same office.
- xxv. **Access to Sites**
  - a) Sites would include, Data Centre, Near DR, and DR.
  - b) The Authority's representative upon receipt of request from MSI, intimating commencement of activities at sites mentioned above, shall give access to MSI as much of the data centre as may be necessary to commence and proceed with the installation of the works in accordance with the program of work. Any reasonable proposal of MSI for access to Site to proceed with the installation of work in accordance with the program of work shall be considered for approval and shall not be

unreasonably withheld by the Authority. Such requests shall be made to the Authority's representative in writing at least 7 days prior to start of the work. During implementation, in case of delay in Site readiness, delay in site access or delay due to any reasons not attributable to MSI, MSI will be given time extension for implementation without any LD implication.

**xxvi. Start of Installation**

- a) Bidder shall co-ordinate with the Authority and stakeholders for the complete setup of SDC before commencement of installation of equipment as mentioned in Annexure 1: of Volume II the RFP document. MSI shall also co-ordinate regarding Network / Bandwidth connectivity in order to prepare the installation plan and detailed design / architectural design documents.
- b) As per TRAI guidelines, resale of bandwidth connectivity is not allowed.
- c) The plan and design documents thus developed shall be submitted by MSI for approval by the Authority.
- d) After obtaining the approval from the Authority, MSI shall commence the installation.

**xxvii. Reporting Progress**

- a) MSI shall monitor progress of all the activities related to the execution of this contract and shall submit to the Authority, progress reports with reference to all related work, milestones, and their progress during the implementation phase.
- b) Formats for all above mentioned reports and their dissemination mechanism shall be discussed and finalized along with project plan. The Authority on mutual agreement between both parties may change the formats, periodicity, and dissemination mechanism for such reports.
- c) Periodic meetings shall be held between the representatives of the Authority and MSI once in every 15 days during the implementation phase to discuss the progress of implementation. After the implementation phase is over, the meeting shall be held as an ongoing basis, as desired by Authority, to discuss the performance of the contract.
- d) MSI shall ensure that the respective solution teams involved in the execution of work are part of such meetings.
- e) Several review committees involving representative of the Authority and senior officials of MSI shall be formed for the purpose of this project. These committees shall meet at intervals, as decided by the Authority later, to oversee the progress of the implementation.
- f) All the goods, services, and manpower to be provided / deployed by MSI under the Contract and the manner and speed of execution and maintenance of the work and services are to be conducted in a manner to the satisfaction of Authority's representative in accordance with the Contract.
- g) The Authority reserves the right to inspect and monitor/ assess the progress/ performance of the work / services at any time during the course of the Contract. The Authority may demand and upon such demand being made, MSI shall provide documents, data, material, or any other information which the Authority may require, to enable it to assess the progress/ performance of the work / service.
- h) At any time during the course of the Contract, the Authority shall also have the right to conduct at its own cost, either itself or through another agency as it may deem fit, an audit to monitor the performance by MSI of its obligations/ functions in accordance with the standards committed to or

required by the Authority and MSI undertakes to cooperate with and provide to the Authority/ any other agency appointed by the Authority, all Documents and other details as may be required by them for this purpose. Such audit shall not include Bidder's books of accounts.

- i) If the rate of progress of the works or any part of them at any time fall behind the stipulated time for completion or is found to be too slow to ensure completion of the works by the stipulated time, or is in deviation to Tender requirements/ standards, the Authority's representative shall so notify MSI in writing.
- j) MSI shall reply to the written notice giving details of the measures he proposes to take to expedite the progress so as to complete the works by the prescribed time or to ensure compliance to RFP requirements. MSI shall not be entitled to any additional payment for taking such steps. If at any time it should appear to the Authority or Authority's representative that the actual progress of work does not conform to the approved plan, MSI shall produce at the request of the Authority's representative a revised plan showing the modification to the approved plan necessary to ensure completion of the works within the time for completion or steps initiated to ensure compliance to the stipulated requirements
- k) The submission seeking approval by the Authority or Authority's representative of such plan shall not relieve MSI of any of his duties or responsibilities under the Contract.
- l) In case during execution of works, the progress falls behind schedule or does not meet the Tender requirements, MSI shall deploy extra manpower/ resources to make up the progress or to meet the RFP requirements. Plan for deployment of extra manpower/ resources shall be submitted to the Authority for its review and approval. All time and cost effect in this respect shall be borne, by MSI within the contract value

**xxviii. Knowledge of Data Center**

- a) MSI shall be granted access to the Data Center, for inspection by the Authority before commencement of installation. The plan shall be drawn mutually at a later stage.
- b) MSI shall be deemed to have knowledge of the Data Center, near DR site/DR site and its surroundings and information available in connection therewith and to have satisfied itself the form and nature thereof including, the data contained in the Bidding Documents, the physical and climatic conditions, the quantities and nature of the works and materials necessary for the completion of the works, the means of access, etc. and in general to have obtained itself all necessary information of all risks, contingencies and circumstances affecting his obligations and responsibilities therewith under the Contract and his ability to perform it. However, if during pre-installation survey / during delivery or installation, MSI detects physical conditions and/or obstructions affecting the work, MSI shall take all measures to overcome them.

**xxix. Project Plan**

- a) Within 15 calendar days of effective date of the contract/ Issuance of Lol, MSI shall submit to the Authority for its approval a detailed Project Plan with details of the project showing the sequence, procedure, and method in which he proposes to carry out the works. The Plan so submitted by MSI shall conform to the requirements and timelines specified in the Contract. The Authority and MSI shall discuss and agree upon the work procedures to be followed for effective execution of the works,

which MSI intends to deploy and shall be clearly specified. The Project Plan shall include but not limited to project organization, communication structure, proposed staffing, roles and responsibilities, processes, and tool sets to be used for quality assurance, security and confidentiality practices in accordance with industry best practices, project plan and delivery schedule in accordance with the Contract. Approval by the Authority's Representative of the Project Plan shall not relieve MSI of any of his duties or responsibilities under the Contract.

- b) If MSI's work plans necessitate a disruption/ shutdown in Authority's operation, the plan shall be mutually discussed and developed so as to keep such disruption/shutdown to the barest unavoidable minimum. Any time and cost arising due to failure of MSI to develop/adhere such a work plan shall be to his account.

**xxx. Adherence to Safety Procedures, rules, regulations, and restrictions.**

- a) MSI's Team shall comply with the provision of all laws including labour laws, rules, regulations, and notifications issued there under from time to time. All safety and labour laws enforced by statutory agencies and by Authority shall be applicable in the performance of this Contract and Bidder's Team shall abide by these laws.
- b) Access to the Data Center, near DR/ DR site shall be strictly restricted. No access to any person except the essential members of MSI's Team who are authorized by the Authority and are genuinely required for execution of work or for carrying out management/ maintenance shall be allowed entry. Even if allowed, access shall be restricted to the pertaining equipment of the Authority only. MSI shall maintain a log of all activities carried out by each of its team personnel.
- c) No access to any staff of MSI, except the essential staff who has genuine work-related need, should be given. All such access should be logged in a loss free manner for permanent record with unique biometric identification of the staff to avoid misrepresentations or mistakes.
- d) MSI shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. MSI's Team shall adhere to all security requirement/ regulations of the Authority during the execution of the work. Authority's employee also shall comply with safety procedures/ policy.
- e) MSI shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

**xxxi. Statutory Requirements**

- a) During the tenure of this Contract nothing shall be done by MSI or his team in contravention of any applicable law, act and/ or rules/regulations, there under or any amendment thereof governing inter-alia customs, stowaways, foreign exchange etc. and shall keep Authority indemnified in this regard.

## 1.10. Authority's Obligations

- a) Authority or his/her nominated representative shall act as the nodal point for implementation of the contract and for issuing necessary instructions, approvals, commissioning, acceptance certificates, payments etc. to MSI.

- b) Authority shall ensure that timely approval is provided to MSI as and when required, which may include approval of project plans, implementation methodology, design documents, specifications, or any other document necessary in fulfilment of this contract.
- c) The Authority's representative shall interface with MSI, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract. Authority shall provide adequate cooperation in providing details, coordinating, and obtaining of approvals from various governmental agencies, in cases, where the intervention of the Authority is proper and necessary.
- d) Authority may provide on Bidder's request, particulars/ information/ or documentation that may be required by MSI for proper planning and execution of work and for providing services covered under this contract and for which MSI may have to coordinate with respective vendors.
- e) Authority reserves the right to procure the hardware in a phased manner, which will be finalized during implementation, and O&M shall be applicable whenever the devices are procured and deployed till end of the contract.
- f) Site Not Ready: Authority hereby agrees to make the project sites ready as per the agreed specifications, within the agreed timelines. Authority agrees that MSI shall not be in any manner liable for any delay arising out of Authority's failure to make the site ready within the stipulated period.

## 1.11. Payment Terms.

- a) Authority shall make payments to MSI at the times and in the manner set out in the Payment schedule as specified Payment Milestones in RFP Volume II subject to the penalties as mentioned under Section 2.4 Penalty Clauses - Service Levels of Volume III. Authority shall make all efforts to make payments to MSI within 60 days of receipt of invoice(s) and all necessary supporting documents.
- b) All payments agreed to be made by Authority to MSI in accordance with the Bid shall be inclusive of all applicable statutory levies, duties & taxes. Authority shall not be liable to pay any other levies/ other charges under or in relation to this Contract and/or the Services.
- c) No invoice for extra work on account of change order shall be submitted by MSI unless the said extra work /change order has been authorized/approved by the Authority in writing in accordance with Change Control Note (Annexure 3.1 of this section of the RFP).
- d) In the event of Authority noticing at any time that any amount has been disbursed wrongly to MSI or any other amount is due from MSI to the Authority, the Authority may without prejudice to its rights recover such amounts by other means after notifying MSI or deduct such amount from any payment falling due to MSI. The details of such recovery, if any, shall be intimated to MSI. MSI shall receive the payment of undisputed amount under subsequent invoice for any amount that has been omitted in previous invoice by mistake on the part of the Authority or MSI.
- e) All payments to MSI shall be subject to the deductions of tax at source under Income Tax Act, and other taxes and deductions as provided for under applicable law, rule or regulation. All costs, damages, or expenses which Authority may have paid or incurred, for which under the provisions of the Contract, MSI is liable, the same shall be deducted by Authority from any dues to MSI. All payments to MSI shall be made after making necessary deductions as per terms of the Contract and recoveries towards facilities, if any, provided by the Authority to MSI on chargeable basis.

## 1.12. Intellectual Property Rights

- i. Retention of Ownership except for the rights expressly granted to the MSI under this Agreement, the authority shall retain all right, title, and interest in and to the Licensed Technology, including all worldwide Technology and intellectual property and proprietary rights.
- ii. Preservation of Notice Licensee shall not remove, efface, or obscure any copyright notices or other proprietary notices or legends from any Licensed Technology or materials provided under this Agreement, and shall reproduce all such notices and legends when incorporating Licensed Technology or materials into any Integrated Products.
- iii. MSI must ensure that while using any software, hardware, processes, document, or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person/Company. MSI shall keep the Authority indemnified against all costs, expenses, and liabilities howsoever, arising out any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by MSI or MSI's Team during the course of performance of the Services. MSI's liability is excluded regarding any claim based on any of the following (a) anything Authority provides which is incorporated into the Solution; (b) the

- Authority's modification of the solution; (c) the combination, operation, or use of the solution with other materials, if the third-party claim has been caused by the combination, operation, or use of the solution
- iv. Authority shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of this Contract, including but not limited to all processes, products, specifications, reports, and other documents which have been newly created and developed by MSI solely during the performance of Services and for the purposes of inter-alia use or sub-license of such Services under this Contract. MSI undertakes to disclose all such Intellectual Property Rights arising in performance of the Services to the Authority, execute all such agreements/documents and obtain all permits and approvals that may be necessary in regard to the Intellectual Property Rights of the Authority.
  - v. If Authority desires, MSI shall be obliged to ensure that all approvals, registrations, licenses, permits and rights etc. which are inter-alia necessary for use of the goods supplied / installed by MSI, the same shall be acquired in the name of the Authority, prior to termination of this Contract and which may be assigned by the Authority to MSI for the purpose of execution of any of its obligations under the terms of the Bid, Tender or this Contract. However, subsequent to the term of this Contract, such approvals, registrations, licenses, permits and rights etc. shall endure to the exclusive benefit of the Authority.
  - vi. MSI shall not copy, reproduce, translate, adapt, vary, modify, disassemble, decompile, or reverse engineer or otherwise deal with or cause to reduce the value of the Materials except as expressly authorized by Authority in writing.

### 1.13. Taxes

- i. MSI shall bear all personnel taxes levied or imposed on its personnel, or any other member of MSI's Team, etc. on account of payment received under this Contract. MSI shall bear all corporate taxes, levied, or imposed on MSI on account of payments received by it from the Authority for the work done under this Contract.
- ii. MSI shall bear all taxes and duties etc. levied or imposed on MSI under the Contract. It shall be the responsibility of MSI to submit to the concerned Indian authorities the returns and all other connected documents required for this purpose. MSI shall also provide the Authority such information, as it may be required in regard to MSI's details of payment made by the Authority under the Contract for proper assessment of taxes and duties. The amount of tax withheld by the Authority shall at all times be in accordance with Indian Tax Law and the Authority shall promptly furnish to MSI original certificates for tax deduction at source and paid to the Tax Authorities. However, in case of any changes in taxes rates i.e. GST, Custom duties, levies etc shall be account of Authority e.g. In case of decrease in tax rates i.e. GST, basic custom duties, levies etc. the resulting benefit be passed on to the Authority and in of increase in tax rates, the impact of such increase be account of to the Authority.
- iii. MSI agrees that he shall comply with Indian Income Tax Act in force from time to time and pay Income Tax, as may be imposed/ levied on them by the Indian Income Tax Authorities, for payments received by them for the works under the Contract.
- iv. MSI shall fully familiarize themselves about the applicable domestic taxes (such as added GST, income taxes, duties, fees, levies, etc.) on amounts payable by the Authority under the Agreement. All such taxes must be included by Bidders in the financial proposal. (Bidder to find out applicable taxes for the components being



proposed). Any change in taxes & duties component, if altered in future and payable under the law, shall be passed on to CHIPS / MSI in a Bidirectional Manner.

- v. MSI shall indemnify Authority against any and all liabilities or claims arising out of this Contract for such taxes including interest and penalty by any such Tax Authority may assess or levy against the Authority/Prime Bidder.
- vi. MSI shall bear any new taxes imposed or there is any increase/decrease in any of the taxes for its services after submission of bids, the incremental/decremental amount may be considered for reimbursement / refunds at actuals under Subsequent Legislation.

## 1.14. Indemnity

- i. MSI shall indemnify the Authority from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:
  - a) any negligence or wrongful act or omission by MSI or any third party associated with MSI in connection with or incidental to this Contract; or
  - b) any breach of any terms of MSI's did as agree, the RFP and this Contract by MSI
  - c) any infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied goods and related services or any part thereof
- ii. MSI shall also indemnify the Authority against any privilege, claim or assertion made by a third party with respect to right or interest in, ownership, mortgage or disposal of any asset, property etc.
- iii. Regardless of anything contained (except for MSI's liability for bodily injury and/ or damage to tangible and real property for which it is legally liable and it's liability for patent and copyright infringement in accordance with the terms of this Agreement) the total liability of MSI, is restricted to the total value of the contract and MSI is not responsible for any third party claims.

## 1.15. Warranty

- i. A comprehensive warranty applicable on goods supplied under this contract shall be provided for the period of contract from the date of Final Acceptance Test (FAT) of SDC by the Authority, which shall be for a period of minimum 5 years.
- ii. Technical Support for Software applications shall be provided by the respective OEMs for the period of contract. The Technical Support should include all upgrades, updates and patches to the respective Software applications.
- iii. MSI warrants that the Goods supplied under the Contract are new, non-refurbished, unused and recently manufactured; shall not be nearing End of sale / End of support; and shall be supported by the MSI and respective OEM along with service and spares support to ensure its efficient and effective operation for the entire duration of the contract.
- iv. MSI warrants that at the time of delivery the goods supplied under this contract shall be of the highest grade and quality and consisted with the established and generally accepted standards for materials of this type. The goods shall be in full conformity with the specifications and shall operate properly and safely. All recent design improvements in goods, unless provided otherwise in the Contract, shall also be made available.

- v. MSI further warrants at the time of delivery that the Goods supplied under this Contract shall be free from all encumbrances and defects/faults arising from design, material, manufacture or workmanship (except in so far as the design or material is required by the Authority's Specifications) or from any act or omission of the MSI, that may develop under normal use of the supplied Goods in the conditions prevailing at the respective Data Center / Server Room Sites.
- vi. The Authority shall promptly notify the MSI in writing of any claims arising under this warranty.
- vii. Upon receipt of such notice, the MSI shall, with all reasonable speed, repair or replace the defective Goods or parts thereof, without prejudice to any other rights which the Authority may have against the MSI under the Contract.
- viii. If the MSI, having been notified, fails to remedy the defect(s) within the warranty period, the Authority may proceed to take such remedial action as may be necessary, at the MSI's risk and expense and without prejudice to any other rights which the Authority may have against the MSI under the Contract.
- ix. Any OEM specific warranty terms that do not conform to conditions under this Contract shall not be acceptable.

## 1.16. Terms and Extension of the Contract

- i. Contract period shall commence from the date of signing of contract and shall remain valid for 60 Months from the date of FAT of the system
- ii. If the delay occurs due to circumstances beyond control of MSI such act of God, strikes, lockouts, fire, accident, defective materials, delay in approvals or any cause whatsoever beyond the reasonable control of MSI, a reasonable extension of time shall be granted by the Authority.
- iii. The Authority shall reserve the sole right to grant any extension to the term above mentioned and shall notify in writing to MSI, at least 3 (three) months before the expiration of the Term hereof, whether it shall grant MSI an extension of the Term. The decision to grant or refuse the extension shall be at the Authority's discretion and such extension of the contract, if any, shall be as per terms agreed mutually between the Authority and MSI.
- iv. Where the Authority is of the view that no further extension of the term be granted to MSI, the Authority shall notify MSI of its decision at least 3 (three) months prior to the expiry of the Term. Upon receipt of such notice, MSI shall continue to perform all its obligations on the contract's rate and payment terms, until such reasonable time beyond the Term of the Contract (not exceeding six months) within which, the Authority shall either appoint an alternative agency/MSI or create its own infrastructure to operate such Services as are provided under this Contract.

## 1.17. Dispute Resolution

- i. In case, a dispute is referred to arbitration, the arbitration shall be under the Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof.
- ii. The procedure for arbitration shall be as follows:
  - a) In case of dispute or difference arising between the employer and the contractor relating to any matter arising out of concerned with this agreement it shall be settled in accordance with the arbitration and conciliation act 1996. The disputes or differences shall be referred to a sole Arbitrator. The sole Arbitrator shall be appointed by agreement between the parties; failing such agreement, by

the Appointing Authority (any one of the organizations as listed in clause 1.17 Dispute Resolution point (iv) of volume 3 of this RFP).

- b) The Arbitration proceedings shall be held in Raipur, Chhattisgarh, India.
  - c) The cost and expenses of arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation, etc. shall be borne by each party itself.
  - d) Performance under the contract shall continue during the arbitration proceedings and the payment due to the contractor by the authority shall not be withheld unless they are the subject matter of the arbitration proceedings.
- iii. Arbitration proceedings shall be governed by Arbitration and Conciliation Act, 1996
  - iv. The Arbitration proceeding shall be governed by the substantive laws of India.
  - v. The proceedings of Arbitration shall be in English language.
  - vi. The list of organizations which are considered as appointing authorities for appointment of sole arbitrators
    - a) Indian Council of Arbitration, New Delhi
    - b) International center for alternate dispute resolutions.

## 1.18. Time is the essence

- i. Time shall be of the essence in respect of any date or period specified in this Contract or any notice, demand or other communication served under or pursuant to any provision of this Contract and in particular in respect of the completion of the activities by MSI by the specified completion date.

## 1.19. Conflict of Interest

- i. MSI shall disclose to the Authority in writing, all actual and potential conflicts of interest that exist, arise, or may arise (either for MSI or MSI's Team) in the course of performing the Services as soon as it becomes aware of that conflict.

## 1.20. Publicity

- i. MSI shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the Authority gives its written consent for the same to MSI.

## 1.21. Force Majeure

- i. Force Majeure shall not include any events caused due to acts/ omissions of MSI resulting in a breach/ contravention of any of the terms of the Contract and/or MSI's Bid. It shall also not include any default on the part of MSI due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract.
- ii. Failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen i.e. war, or hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lockouts or act of God (hereinafter referred to as events), or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred at any location in scope. In such an event, the affected party shall inform the other party in writing within five days of the

occurrence of such event. Any failure or lapse on the part of MSI in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

- iii. In case of a Force Majeure, all Parties shall endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.
- iv. In the event a Force Majeure, persists for a period beyond 90 days without prejudice to any other provisions contained anywhere in the agreement the authority has the right to terminate the contract.

## 1.22. Delivery

- i. MSI shall bear the cost for packing, transport, insurance, storage, and delivery of all the goods for “Selection of Master System Integrator (MSI) to Implement On-premises Hybrid Cloud Services, Near DR and DR on Cloud with O&M of CGSDC at Raipur” at all locations identified by the Authority in Raipur, Chhattisgarh.
- ii. Goods and manpower supplied under this Contract shall conform to the standards mentioned in the RFP, and, when no applicable standard is mentioned, to the authoritative standards; such standard shall be approved by Authority.

## 1.23. Insurance

- i. Goods supplied under this Contract shall be comprehensively insured by MSI at his own cost, against any loss or damage, for the entire period of the contract. MSI shall submit to the Authority, documentary evidence issued by the insurance company, indicating that such insurance has been taken.
- ii. MSI shall bear all the statutory levies like customs, insurance, freight, etc. applicable on the goods and the charges like transportation charges, octroi, etc. that may be applicable till the goods are delivered at the respective sites of installation shall also be borne by MSI.
- iii. MSI shall take out and maintain at its own cost, on terms and conditions approved by the Authority, insurance against risks, and for coverage’s as specified below:
  - a) At the Authority’s request, MSI shall provide evidence to the Authority showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.
  - b) Employer’s liability and workers’ compensation insurance in respect of the Personnel of the Company, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate.

## 1.24. Transfer of Ownership

- i. MSI must transfer all titles to the assets and goods procured for the purpose of the project to the Authority at the time of Acceptance of System. This includes all licenses, titles, source code, certificates, hardware, devices, equipment’s etc. related to the system designed, developed, installed, and maintained by MSI. MSI is expected to provide source code, transfer IPR and ownership right of only those solutions which would be customized by bidder for use of CHiPS. For any pre-existing work, MSI & CHiPS, shall be jointly and severally responsible and its use in any other project by MSI shall be decided on mutual consent.

- ii. Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by the Authority, MSI shall deliver to Authority all Documents provided by or originating from the Authority and all Documents produced by or from or for MSI in the course of performing the Services, unless otherwise directed in writing by the Authority at no additional cost. MSI shall not, without the prior written consent of the Authority store, copy, distribute or retain any such Documents.

## 1.25. Exit Management

MSI shall provide the CHiPS or its nominated agency an exit management plan as per section 6 of volume II of this RFP. Exit management plan will be enforced at the end of O&M or at the time of termination of contract due to any reason. MSI has to follow the agreed exit management plan.

## 1.26. Special Conditions of Contract (SCC)

### 1.26.1. Performance Security

- i. MSI shall furnish Performance Security to the Authority at the time of signing the Contract which shall be equal to 10% of the value of the Contract and shall be in the form of a Bank Guarantee Bond from a Nationalized / Scheduled Bank in the Performa given in Annexure 6.1.1 of Volume I of this RFP within 15 days after issuance of letter of intent (LOI) or Letter of Award (LoA) which would be valid up to a period of six months after the contract completion period.

### 1.26.2. Liquidated Damages

- i. If MSI fails to supply, install, or maintain any or all of the goods as per the contract, within the time period(s) specified in the RFP Vol II, the Authority without prejudice to its other rights and remedies under the Contract, deduct from the Contract price, as liquidated damages, as per Section 2.4 of this volume of the RFP.
- ii. The penalty shall not in any case exceed 10 % of the contract value. Any deduction of payment with respect to non-supply of any equipment or services will not be considered as penalty and will not be part of this ceiling of penalty. Non-payment of non-deployment/ absence of any committed manpower resource will be also not considered as penalty.
- iii. The Authority may without prejudice to its right to effect recovery by any other method, deduct the amount of liquidated damages from any money belonging to MSI in its hands (which includes the Authority's right to claim such amount against MSI's Bank Guarantee) or which may become due to MSI. Any such recovery or liquidated damages shall not in any way relieve MSI from any of its obligations to complete Work or from any other obligations and liabilities under the Contract.
- iv. Delay not attributable to MSI shall be considered for exclusion for the purpose of computing liquidated damages.

### 1.26.3. Limitation of Liability

Limitation of Bidder's Liability towards the Authority:

- i. Except in case of gross negligence or wilful misconduct on the part of MSI or on the part of any person or company acting on behalf of MSI in carrying out the Services, with respect to damage caused by MSI to

Authority's tangible property, shall not be liable to Authority for any direct loss or damage exceeding (A) the charges payable by Customer to MSI for the remaining duration of the contract or (B) the claim amount received from project specific insurance maintained by Lead Bidder to cover such a liability, whichever of (A) or (B) is higher.

- ii. Notwithstanding anything contained to the contrary elsewhere, neither the Authority nor the MSI shall be liable for any indirect, consequential, or punitive losses/damages caused by MSI or any person or company acting on behalf of MSI in carrying out the Services.
- iii. Notwithstanding anything contained to the contrary elsewhere, the overall limitation of aggregate Liability for MSI will be capped at 100% of Contract Value, regardless of the form of claim including indemnification claims.

#### 1.26.4. Ownership and Retention of Documents

- i. The Authority shall own the Documents, prepared by or for MSI arising out of or in connection with the Contract.
- ii. Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by Authority, MSI shall deliver Authority all documents provided by or originating from the Authority and all documents produced by or for MSI in the course of performing the Services, unless otherwise directed in written by the Authority at no additional cost. MSI shall not, without the prior written consent of the Authority store, copy, distribute or retain any such documents.

#### 1.26.5. Information Security

- i. MSI shall not carry any written/printed document, layout diagrams, CD, hard disk, storage tapes, other storage devices or any other goods /material proprietary to Authority into / out of any location without written permission from Authority.
- ii. MSI shall not destroy any unwanted documents, defective tapes/media present at any location on their own. All such documents, tapes/media shall be handed over to the Authority.
- iii. All documentation and media at any location shall be properly identified, labelled, and numbered by MSI. MSI shall keep track of all such items and provide a summary report of these items to the Authority whenever asked for.
- iv. Access to Authority's data and systems, Internet facility by MSI at any location shall be in accordance with the written permission of Authority by the MSI. The Authority shall allow MSI to use facility in a limited manner subject to availability. It is the responsibility of MSI to prepare and equip himself in order to meet the requirements
- v. MSI must acknowledge that Authority's business data and other Authority proprietary information or materials, whether developed by Authority or being used by Authority pursuant to a license agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to Authority; and MSI along with its team agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by MSI to protect its own proprietary information. MSI recognizes that the goodwill of Authority depends, among other things, upon MSI keeping such proprietary information confidential and that

unauthorized disclosure of the same by MSI or its team could damage the goodwill of Authority, and that by reason of MSI's duties hereunder. MSI may come into possession of such proprietary information, even though MSI does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the services required by this agreement. MSI shall use such information only for the purpose of performing the said services.

- vi. MSI shall, upon termination of this agreement for any reason, or upon demand by Authority, whichever is earliest, return any and all information provided to MSI by Authority, including any copies or reproductions, both hardcopy and electronic.
- vii. By virtue of the Contract, MSI team may have access to personal information of the Authority and/or a third party. The Authority has the sole ownership of and the right to use, all such data in perpetuity including any data or other information pertaining to the citizens that may be in the possession of MSI team in the course of performing the Services under the Contract.

### 1.27. Records of Contract Documents

- i. MSI shall at all-time make and keep sufficient copies of the process manuals, operating procedures, specifications, Contract documents and any other documentation for him to fulfil his duties under the Contract.
- ii. MSI shall keep on the Site at least three copies of each and every specification and Contract Document, in excess of his own requirement and those copies shall be available at all times for use by the Authority's Representative and by any other person authorized by the Authority's Representative.

### 1.28. Security & Safety

- i. MSI shall comply with the directions issued from time to time by the Authority and the standards related to the security and safety, in so far as it applies to the provision of the Services.
- ii. MSI shall upon reasonable request by Authority, or its nominee(s) participate in regular meetings when safety and information technology security matters are reviewed.

### 1.29. Confidentiality

- i. MSI shall not, either during the term or after expiration of this Contract, disclose any proprietary or confidential information relating to the Services/Contract and/or Authority's business/ operations, information, Application/software, hardware, business data, architecture schematics, designs, storage media and other information / documents without the prior written consent of the Authority.
- ii. Authority reserves the right to adopt legal proceedings, civil or criminal, against MSI in relation to a dispute arising out of breach of obligation by MSI under this clause.
- iii. MSI shall do everything reasonably possible to preserve the confidentiality of the Confidential Information including execution of a confidentiality agreement with the Authority to the satisfaction of the Authority.
- iv. MSI shall notify the Authority promptly if it is aware of any disclosure of the Confidential Information otherwise than as permitted by the Contract or with the authority of the Authority.

### 1.30. Events of Default by MSI

The failure on the part of SI to perform any of its obligations or comply with any of the terms of this Contract shall constitute an Event of Default on the part of SI. The events of default are but not limited to:

- i. MSI has failed to perform any instructions or directives/amended directive, instructions, modification issued by the Authority which it deems proper and necessary to execute the scope of work or provide services under the Contract, or
- ii. MSI has failed to confirm / adhere to any of the key performance indicators as laid down in the Key Performance Measures / Service Levels, or if MSI has fallen short of matching such standards / benchmarks / targets as the Authority may have designated with respect to the system or any goods, task, or service, necessary for the execution of the scope of work and performance of services under this Contract. The above-mentioned failure on the part of MSI may be in terms of failure to adhere to performance, quality, timelines, specifications, requirements, or any other criteria as defined by the Authority.
- iii. MSI has failed to remedy a defect or failure to perform its obligations in accordance with the specifications issued by the Authority, despite being served with a default notice which laid down the specific deviance on the part of MSI/ MSI's Team to comply with any stipulations or standards as laid down by the Authority; or MSI has failed to demonstrate or sustain any representation or warranty made by it in this Contract, with respect to any of the terms of its Bid, the RFP and this Contract
- iv. There is a proceeding for bankruptcy, insolvency and winding up.
- v. MSI has failed to comply with or is in breach or contravention of any applicable laws. Where there has been an occurrence of such defaults inter alia as stated above, the Authority shall issue a notice of default to MSI, setting out specific defaults / deviances / omissions / non-compliances / non-performances and providing a notice of thirty (30) days to enable such defaulting party to remedy the default committed.
- vi. Where despite the issuance of a default notice to MSI by the Authority, MSI fails to remedy the default to the satisfaction of the Authority, the Authority may, where it deems fit, issue to the defaulting party another default notice or proceed to contract termination.

### 1.31. Termination

Authority may, terminate this Contract in whole or in part by giving MSI a prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- i. Where Authority is of the opinion that there has been such Event of Default on the part of MSI which would make it proper and necessary to terminate this Contract and may include failure on the part of MSI to respect any of its commitments with regard to any part of its obligations under its Bid, the RFP or under this Contract.
- ii. Where it comes to the Authority's attention that MSI (or MSI's Team) is in a position of actual conflict of interest with the interests of the Authority, in relation to any of terms of MSI's Bid, the RFP or this Contract.
- iii. Where MSI's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against MSI, any failure by MSI to pay any of its dues to its creditors, the institution of any winding up proceedings against MSI or the happening of any such events that are averse to the commercial viability of MSI. In the event of the happening of any



events of the above nature, the Authority shall reserve the right to take any steps as are necessary, to ensure the effective transition of the sites to a successor agency, and to ensure business continuity.

- iv. Termination for Insolvency: The Authority may at any time terminate the Contract by giving written notice to MSI, without compensation to MSI, if MSI becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Authority.

### 1.32. Consequence of Termination

- i. In the event of termination of the Contract due to any cause whatsoever, whether consequent to the stipulated Term of the Contract or otherwise the Authority shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the project which MSI shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow and provide all such assistance to the Authority and/ or the successor agency/ service provider, as may be required, to take over the obligations of MSI in relation to the execution/continued execution of the requirements of the Contract.
- ii. Where the termination of the Contract is prior to its stipulated term on account of a Default on the part of MSI or due to the fact that the survival of SI as an independent corporate entity is threatened/has ceased, or due to invoke of Force Majeure or for any other reason, whatsoever, the Authority shall pay MSI for all goods supplied and the Services rendered, under the project, up to the date of termination.
- iii. Nothing herein shall restrict the right of the Authority to invoke the Bank Guarantee and other Guarantees furnished hereunder and pursue such other rights and/or remedies that may be available to the Authority under law.
- iv. Termination hereof shall not affect any accrued right or liability of either Party or affect operation of provisions of Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

### 1.33. Change Control Note

- i. This applies to and describes the procedure to be followed in the event of any proposed change to contract, site Implementation, and Service levels. Such change shall include, but shall not be limited to, changes in the scope of services provided by MSI and changes to the terms of payment.
- ii. Change requests in respect of the contract, shall emanate from the MSI, either on his own or as instructed by the authority, however the same shall be approved by the authority who shall act as its sponsor throughout the Change Control Process, for which MSI shall complete Part A of the CCN (Annex 3.1, of volume 3 of the RFP).
- iii. MSI and the Authority while preparing the CCN, shall consider the change in the context of whether the change is beyond the scope of Services. The CCN shall be applicable for the items which are beyond the stated/implied scope of work as per the RFP document.
- iv. In event, there is no common consensus between both the parties, a Committee of Subject/Industry Expert will be appointed by the Authority (same should be agreeable to the MSI) and the decision of the Committee will be final and binding on both the parties.

- v. In the event the MSI has quoted for an infrastructure that has already been listed in his quote and is easily tangible, the same shall be applicable if variation order is placed at any point during the 5 years of MSI's appointment. CCN will be applicable only for any new functional requirement and new infrastructure requirement.
- vi. MSI shall assess the CCN and complete Part B of the CCN. In completing Part B of the CCN MSI shall provide as a minimum:
  - a) a description of the change
  - b) a list of deliverables required for implementing the change
  - c) a timetable for implementation
  - d) an estimate of any proposed change
  - e) any relevant acceptance criteria
  - f) an assessment of the value of the proposed change
  - g) Material evidence to prove that the proposed change is not already covered within the scope of the RFP, Agreement and Service Levels
- vii. Prior to submission of the completed CCN to the Authority or its nominated agencies, MSI shall undertake its own internal review of the proposal and obtain all necessary internal approvals. As a part of this internal review process, MSI shall consider the materiality of the proposed change in the context of the Agreement, the sites, Service levels affected by the change and the total effect that may arise from implementation of the change.
- viii. Each Party shall be responsible for its own costs incurred in the quotation, preparation of CCNs and in completion of its obligations described in this process provided MSI meets the obligations as set in the CCN. In the event MSI is unable to meet the obligations as defined in the CCN then the cost of getting it done by third party shall be borne by MSI up to 10% of the MSI's quoted price of the undelivered portion of the goods and services. Change requests and CCNs shall be reported monthly to each Party's representative who shall prioritize and review progress.

## 2. SERVICE LEVELS

### 2.1. Definitions for Service Levels & Penalty Calculations

- a. Days: All Working and Non-working days (365 days in a calendar year)
- b. 24\*7 means three shifts of 8 hours every day. This is applicable for all seven days of the week without any non-working days
- c. “Scheduled Maintenance Time” shall mean the time that the System is not in service due to a scheduled activity as defined in this SLA. The scheduled maintenance time would not be during (7:00 am to 11:00 pm) timeframe. Further, scheduled maintenance time is planned downtime taken after permission of CHiPS.
- d. “Scheduled operation time” means the scheduled operating hours of the System for the month. All scheduled maintenance time on the system would be deducted from the total operation time for the month to give the scheduled operation time. The total operation time for the systems and applications will be 24X7X365 (per year).
- e. “System or Application downtime” means accumulated time during which the System is totally inoperable within the Scheduled Operation Time but outside the scheduled maintenance time and measured from the time a call is logged with the MSI of the failure or the failure is known to the MSI from the availability measurement tools to the time when the System is returned to proper operation.
- f. “Availability” means the time for which the services and facilities are available for conducting operations on the system including application and associated infrastructure.
- g. “Helpdesk Support” shall mean the support centre which shall handle Fault reporting, Trouble Ticketing and related enquiries during this contract. Helpdesk support is to be provided as per service window defined in this RFP.
- h. “Incident” refers to any event/abnormalities in the functioning of the any of IT Equipment/Services that may lead to disruption in normal operations of the Data Centre, System or Application services.
- i. Average Time taken to acknowledge and respond once a ticket/incident is logged through one of the agreed channels. This is calculated for all tickets/incidents reported within the reporting month (24x7x365). Target: 100% of the tickets must be responded to within 30 Minutes of receipt

### 2.2. Purpose

The purpose is to define the levels of service provided by MSI to the Authority for the duration of the contract. The benefits of this are:

- a) Start a process that applies to Authority and MSI attention to some aspect of performance, only when that aspect drops below the threshold defined by the Authority
- b) Help Authority control the levels and performance of MSI’s services

The Service Levels are between the Authority and MSI.

## 2.3. Interpretation & General Instructions

- a. During O&M phase, the SLA parameters shall be monitored on a monthly basis as per the individual SLA parameter requirements. In case the service levels cannot be achieved at service levels defined in the tables below, it shall result in a breach of contract and shall invoke liquidated damages.
- b. Root cause analysis (RCA) should be prepared for all cases of breach in SLAs and shared with CHiPS. For any exceptions or SLA breach beyond the control of the MSI, the MSI may submit the RCA along with a justification, which may be considered by CHiPS. In case the RCA establishes that the breach on SLA was on account of services provided by the MSI under this Agreement, the MSI would be liable for the applicable penalty.
- c. For certain incidents, RCA may be carried out by CHiPS (or CHiPS appointed agency).
- d. Liquidated damages are mentioned as a percentage of certain components of cost:
  - For the Implementation Phase, the liquidated damages are capped at 10% of Total contract value as defined in the Commercial Bid Format of Vol 1 of the RFP.
  - During O&M phase, liquidated damages per quarter are capped at 10% of the Total contract value
- e. The overall penalty would be capped at 10% of project contract value.
- f. In the case of maximum Penalty of 10% being imposed on the MSI for implementation phase then the performance of the SI will be reviewed and then CHiPS may take appropriate action including termination of the contract and invoking the Performance Bank Guarantee.
- g. If SLA penalty calculations (during O&M phase) exceed 15% of the quarterly payment for two consecutive quarters or 25% in any quarter, then CHiPS may take appropriate action including termination of the contract and invoking the Performance Bank Guarantee.
- h. The MSI shall bring the necessary tools required to measure the SLA parameters mentioned in this Agreement.
- i. The MSI shall be generating monthly SLA reports to CHiPS. CHiPS may appoint a Third Party Agency to audit the performance, accuracy and integrity of the tools generating SLA data and also review the monthly SLA reports for SLA penalty computation.
- j. If the MSI is getting penalized on two or more parameters because of one incident, then the MSI may seek exemption from getting penalized on the parameters resulting in the least amount of penalty. CHiPS may exercise its discretion in granting such exemptions.
- k. Severity of services are given below. CHiPS reserve the right to define Severity/Priority levels of services not mentioned below. The Severity level of each service defines by its importance in the infrastructure and its impact in case of failure as detailed below.

Severity Level	Priority Type	Definition
Severity 1	Critical	Denial of data centre services/ standard compliance due to total breakdown/failure of any one of the equipment/components installed in CGSDC. Apart from this hacking of website/ data/ virus attacks (malicious code) effecting database system, system software, data etc. will also come under priority level 1.
Severity 2	Major	Denial of Services/ standard compliance due to partial breakdown/ failure of any one of the equipment/ components installed in the CGSDC

Severity Level	Priority Type	Definition
Severity 3	Minor	Partial/ breakdown of any equipment/ component installed in the CGSDC without disrupting any services and failure/ delay in undertaking and completing activities.

### 2.3.1. Severity Level 1

Equipment/ services/ users covered under Severity 1 are:

- Access Control Server Failure
- Anti-virus server Failure
- Active Directory Failure
- BMS Service Failure
- Backup Server Failure
- Cluster Service Failure
- Controller Failure
- DNS Service Failure
- Directory Service Failure
- Database Failure
- Database Node/ Instance Failure
- Firewall Failure
- Genset Failure
- IPS Failure
- Load Balancer Failure
- LT Panel Failure
- Power Failure to Rack(s)
- PAC Failure
- Router Failure
- RAID Controller Failure
- Switch Failure
- SAN Switch Failure
- Storage Failure
- Server/ System Failure
- Storage System Related Issues
- Security Component failure of Server Farm Area.
- Sync Panel Failure
- Tape Library Failure
- UPS Failure
- VTL Failure
- Virtualisation Network Failure
- Virtualisation Infrastructure Failure

- Threshold Alarm (Critical)

This is not an exhaustive list.

### 2.3.2. Severity Level 2

The indicative list of such incidents/ requests is as given below:

- Agent- Installation, Configuration, Modification, Un-installation
- Backup- New Backup request, New Policy, Change in Policy etc.
- Failure of physical infrastructure components related to humidity control and comfort air conditioning other than server farm area
- Fibre Optic cable failure
- Failure of Modules/ Slot
- Firmware Upgrade
- HBA Failure
- IOS- Update, Upgrade, Downgrade
- IDS/IPS Policy updating as per new requirement
- InfoSec Incidents (IT-Critical)
- InfoSec Incidents (Non-IT-Critical)
- Tape Drive Failure
- LUN's /Storage Volumes- Allocation, add to Existing, Delete, Issue, etc.
- Port Failure
- PSU /Cooling Fan Failure
- Passive Cable component connecting the above equipment's
- Signature Update
- Server Reboot Request
- User Account Locked
- VM Provisioning Failure

This is an indicative list only and is non exhaustive.

### 2.3.3. Severity Level-3

The indicative list of such incidents/ requests is as given below:

- Adding new devices to fabric
- OS installation, Uninstallation
- Patch- Update, Remove
- Threshold Alarm (Major)
- H/W upgradation
- Anti-virus updates
- Printer- Cartridge Change
- Coolant for genset

- Desk Phone- New Allotment, Shifting
- Data- Archival, Restoration
- Database- New User Request, Modify user access rights, removal/ disable user
- Planned Maintenance
- User Management- New user, Removal of User
- Access Card- New card request, Issue, Removal/ Assigning rights, etc.
- Backup Policy
- FTP service- New User, Password Reset, Access Modification, Removal of User, etc.
- Power Failure to PDU
- PDU requirement
- Patch Cord Request
- RCA Report
- IP Address- New request, Removal
- InfoSec Incidents (IT-Critical)
- InfoSec Incidents (Non-IT-Critical)
- Security Incident Report
- VPN Service- New Request, Issue
- VNC/ Remote Login- New Request, Issue
- Printer Issue

This is an indicative list and is non exhaustive.

## 2.4. Penalty Clauses

Service Level parameters defined in this section shall be monitored on a periodic basis, as per the individual parameter requirements. MSI shall be responsible for providing appropriate web based online SLA measurement and monitoring tools and it is also proposed to have an independent technical auditor, third party appointed by the authority for monitoring the Service levels. MSI shall be expected to take immediate corrective action for any breach in SLA. In case issues are not rectified to the complete satisfaction of Authority, within a reasonable period of time defined in this RFP, then the Authority shall have the right to impose penalty as per the terms of the RFP, or termination of the contract.

### 2.4.1. Penalties for Non-Performance

Severity Level	Penalty as a percentage of applicable payment milestone
3	Event of default and termination as per Section 1.30 & 1.31 of this section of RFP respectively and the consequences as provided in Section 1.32 of this section of RFP
3	5.0%
2	2.0%
2	1.0%

Severity Level	Penalty as a percentage of applicable payment milestone
2	0.5%
1	0.4%
1	0.3%
1	0.2%
1	0.1%
0	No Penalty

- a) Performance Penalty for not meeting a measurement parameter for any two months in consecutive quarters shall result in twice the penalty percentage of that respective measurement parameter in the third quarter for all the three months.
- b) Maximum Penalty applicable for any quarter shall not exceed the ‘applicable fees’ for the respective quarter.
- c) Three consecutive quarterly deductions of 10 % of the applicable fee on account of any reasons shall be deemed to be an event of default and termination as per section 1.31 of this Section of RFP respectively and the consequences as provided in section 1.32 of this section of RFP shall follow.
- d) The payment to the agency shall be on Quarterly basis however the penalty shall be calculated on monthly basis as per the SLAs stated in the RFP.

The Service Level agreements have been logically segregated in the following categories:

- 1) HOTO Phase SLAs
- 2) Manpower deployment SLAs
- 3) Implementation Phase SLAs
  - a) Delivery of all ICT components (Hardware + Software) SLAs
  - b) Private Cloud Implementation & Integration SLAs
  - c) Centralized SDC Service Desk & Self-service portal SLAs
  - d) Infrastructure Consolidation and Rationalization Study SLAs
  - e) Civil/Electrical Work-related SLAs
- 4) Operations & Maintenance Phase SLAs
  - a) Equipment/Application uptime SLAs
  - b) Technical Support desk SLAs
  - c) Compliance and Reporting Procedures SLAs
  - d) Security Management SLAs • Non-IT Infrastructure related SLA
  - e) Civil Work-related SLA:



## 2.4.2. Hand Over Take over (HOTO) SLAs

Measurement	Target	Severity	Penalty
Hand Over and Take Over completion report Sign-off.	T + 10 Weeks	-	Nil
	>T+10 Weeks to <=T+12 Weeks	Critical	Penalty at 1% shall be imposed on the CAPEX value quoted by the MSI;
	>T+12 weeks	Critical	Penalty at 1% per week shall be imposed on the CAPEX value quoted by the MSI;

## 2.4.3. Manpower deployment SLAs

Measurement	Target	Penalty
HOTO Manpower as defined in Vol. I, Section 4.8	T+1 Week	Nil
	>T+1 Week to <=T+4 Weeks	Penalty at 1% shall be imposed on the CAPEX value for non-deployment of 100% of required manpower
	>T+ 4 Week	Penalty at 1% per week shall be imposed on the CAPEX value for nondeployment of 100% of required manpower
O&M Manpower as defined in Vol. I, Section 4.8	T+16 Weeks	Nil
	>T+16 Weeks	In ability of MSI to deploy manpower resource/resource as per Manpower requirements specified in RFP, will attract a penalty of double the amount payable to MSI for the resource/resources during that period as per manpower payment terms

## 2.4.4. Implementation Phase SLAs

The following measurements and targets shall be used to track and report performance during implementation phase

### 2.4.4.1. Delivery of all ICT components (Hardware + Software) SLAs

Measurement	Target	Severity	Penalty
Delivery of all ICT components (Hardware + Software)	T+6 Week	-	Nil
	>T+6 Week to <=T+8 weeks	Critical	Penalty at 1% shall be imposed on the Total CAPEX value
	>T+8 Week	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value for every subsequent week thereof

### 2.4.4.2. Private Cloud Implementation& Integration SLAs

Measurement	Target	Severity	Penalty
FAT of CGSDC Cloud and other supplied equipment	T + 16 weeks	-	Nil
	>T+16 Week to <=T+18 weeks	Critical	Penalty at 1% shall be imposed on the Total CAPEX value
	>T+18 Week	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value for every subsequent week thereof

### 2.4.4.3. Centralized SDC Service Desk & Self-service portal SLAs

Measurement	Target	Severity	Penalty
FAT of Centralized SDC Service Desk & Self-service portal	T + 18 weeks	-	Nil
	>T+18 Week to <=T+20 weeks	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value
	>T+20 Week	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value for every subsequent week thereof

### 2.4.4.4. Infrastructure Consolidation and Rationalization Study SLAs

Measurement	Target	Severity	Penalty
Sign-off of consolidation and capacity augmentation plan	T+14 Week	-	Nil
	>T+14 Week to <=T+16 weeks	Critical	Penalty at 1% shall be imposed on the Total CAPEX value
	>T+16 Week	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value for every subsequent week thereof

### 2.4.4.5. Civil/Electrical Work-related SLAs

Sr.	Measurement	Target	Severity	Penalty
1	Civil Work/Electrical work defined in as the scope of work	T+6 Week	-	Nil
		>T+6 Week to <=T+8 weeks	Critical	A Penalty as 1% on total CAPEX Value
		>T+8 Week	Critical	Penalty at 1% per week shall be imposed on the Total CAPEX value for every subsequent week thereof

The following measurements and targets shall be used to track and report performance during implementation phase. The targets shown in the following table are applicable for the duration of the contract

## 2.5. SLA Change Control

### 2.5.1. General

It is acknowledged that this SLA may change as CHiPS business needs evolve over the course of the contract period. This document also defines the following management procedures:

- A process for negotiating changes to the SLA.
- An issue management process for documenting and resolving difficult issues.
- CHiPS and MSI management escalation process to be used in the event that an issue is not being resolved in a timely manner by the lowest possible level of management.

Any changes to the levels of service provided during the term of this Agreement will be requested, documented, and negotiated in good faith by both parties. Either party can request a change. Changes will be documented as an addendum to this SLA and, subsequently, the Contract.

If there is any confusion or conflict between this document and the Contract, the Tender and its addenda, the Contract will supersede.

### 2.5.2. SLA Change Process

The parties may amend this SLA by mutual agreement in accordance with terms of this contract. Changes can be proposed by either party. The MSI can initiate an SLA review with the CHiPS. Normally, the forum for negotiating SLA changes will be CHiPS quarterly meetings. Unresolved issues will be addressed using the issue management process.

The MSI shall maintain and distribute current copies of the SLA document as directed by CHiPS. Additional copies of the current SLA will be made available at all times to authorized parties.

### 2.5.3. Measurement Matrix

#### Response Time:

Response time is the total time taken registering the complaint at Helpdesk or through web telephone to reach the user.

Response time % =  $[(\text{Calls Responded Time} - \text{Call Logged Time}) / \text{Total Quarterly Calls}] * 100$

#### Resolution Time:

The total time taken registering the complaint at Helpdesk or through web telephone at respective location and rectifying the fault. This time includes time taken to reach the site, diagnose, installation, configuration and repair of operating systems and all other applicable software including anti-virus software; escalation of call or other applicable third party for resolution of the call as per requirement; installation, shifting/ reinstallation of systems along with applicable software; and any other applicable FMS services etc. to make the system functional as per requirement.

Resolution time % =  $[(\text{Calls Resolution Time} - \text{Call Logged Time}) / \text{Total Quarterly Calls}] * 100$

## 2.6. Penalty Calculation

- Actual vs Target Compliance Level for each of the respective service areas will be measured separately in every quarter.
- Shortfall in achieving SLA Compliance, if any will be calculated on the quarterly basis.
- Penalty amount will be calculated on the basic value of quarterly invoice.
- Incidents will be logged and the MSI will have to resolve the incident and provide necessary update through the helpdesk portal and coordinate with the stake holders. Root Cause should be identified for all incidents; if root cause is not identified then additional penalties will be levied.
- The breach of SLA compliance with direct impact to the performance of the manpower deployed by MSI will result in computing the penalty towards Manpower service provided instead here.
- Quality of Services (QoS) is the overall performance of Helpdesk response and resolution time taken from incidents along with responsibilities of manpower deployed by MSI for the resolution of incidents raised through helpdesk service particularly the performance experienced by CHiPS. Based on the same, penalty may be deducted on the manpower deployed for critical services by server expert, storage expert, security expert, database expert, EMS & BMS expert etc. Other than the absence of resource, replacement etc. will be computed based upon the manpower resource service levels.

## 2.6.1. Operations & Maintenance Phase SLAs

The following measurements and targets shall be used to track and report performance during operation and maintenance phase and after HOTO till FAT (wherever applicable, as mentioned specifically in sub-sections). The targets shown in the following table are applicable for the duration of the contract

### 2.6.1.1. Equipment/Application uptime SLAs

Penalty for Service and Equipment Failure (for the Data Centre and Near DR, ICT infrastructure components supplied and installed under this project) shall be calculated on the basis of total Service failure and individual Equipment/Part. In case when both total Service failure and individual Equipment/Part failure are applicable, the higher one shall be charged. Penalty for Service and Equipment Failure shall be deducted from the instalment of Annual maintenance cost to be paid quarterly or any payment to be released to MSI or from the Performance Bank Guarantee.

IT/Non-IT Equipment are divided into two broad categories

**Type-I:** All Critical Equipment such as Core Switch, Core Router, All Security equipment, OR Switch, EMS, Service portal, Spine and Leaf Switch, PAC, UPS, DG

**Type-II:** Desktops, Monitors, Access switches not used for Type-I equipment connectivity, redundant CCTV camera, standby power supply/FAN

Sl. No	Measurement	Target uptime (Monthly)	Penalty
1.	Uptime for Data Center and Near DR: calculated for each IT equipment (Type-I)	99.982%	No Penalty
		>= 99.5% to < 99.982%	0.07% of the QGR value
		>= 99.0% to < 99.5%	0.1% of the QGR value
		< 99.0%	0.05% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above.  This down time should be calculated over and above the total hours of downtime permissible till 99.00 % availability
2.	Uptime for Data Center and Near DR: calculated for each IT equipment (Type-II)	99.982%	No Penalty
		>= 99.5% to < 99.982%	0.03% of the QGR value
		>= 99.0% to < 99.5%	0.05% of the QGR value
		< 99.0%	0.05% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above.  This down time should be calculated over and above the total hours of downtime permissible till 99.00 % availability
3.		99.982%	No Penalty

Sl. No	Measurement	Target uptime (Monthly)	Penalty
	EMS / OS/Portal Uptime calculated for each component.	>= 99.5% to < 99.982%	0.03% of the QGR value
		>= 99.0% to < 99.5%	0.5% of the QGR value
		< 99.0%	0.02% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above.  This down time should be calculated over and above the total hours of downtime permissible till 99.00 % availability
4.	Uptime of Co-Located Devices, calculated for each IT equipment supplied by MSI	99.982%	No Penalty
		>= 99.5% to < 99.982%	0.03% of the QGR value
		>= 99.0% to < 99.5%	0.5% of the QGR value
		<99.0%	0.02% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above.  This down time should be calculated over and above the total hours of downtime permissible till 99.00 % availability

Note: Equipment Availability Related penalties shall be governed by the following conditions:

- a) T= Date of acceptance of LOI.
- b) Uptime will be measured on monthly and quarterly basis as specified  

$$\text{Uptime \%} = \frac{((\text{Total Uptime}-\text{Planned downtime})-\text{Downtime}) \times 100}{(\text{Total Uptime}-\text{Planned downtime})}$$
- c) The Penalty shall be calculated on weekly, monthly and quarterly basis as per the target specified. The Penalty would be calculated on an incremental basis for each component of the entire ICT Infrastructure affected. For example, if the total number of Leaf Switch affected is 3, the Penalty would be multiplied by 3.
- d) Maintenance may include scheduled maintenance or any other maintenance required to ensure continuity of Data Centre operations. Any downtime for maintenance shall be with prior written intimation to CHiPS.
- e) If downtime of system or subsystem affects the operation of other systems, then vendor has to pay penalty for the affected systems also.
- f) The downtime shall be the time from the point the respective equipment becomes unavailable (due to any reason attributable to the MSI) till the time the same becomes fully available for carrying out intended operations (including reinstallation, configuration, restoration, boot-up time, etc.) OR till the time a standby equipment is made available for carrying out intended operations (including installation, configuration, restoration, boot-up time, etc.)

- g) MSI's SLA will not be affected by any downtime due to network connectivity at CGSDC and Near DR, which is not provided by MSI.
- h) MSI's SLA will not be affected by any downtime due to power related issues at Near DR.

### 2.6.1.2. Technical Support desk SLAs (From date of HOTO till end of O&M period)

Sl. No	Measurement	Definition	Measurement Interval	Target	Penalty
1.	Response Time	Average Time taken to acknowledge and respond once a ticket/incident is logged through one of the agreed channels. This is calculated for all tickets/incidents reported within the reporting month (24x7x365).	Monthly	15 Minutes	No Penalty
				>15 Min	Rs.100 for every 30 minutes of delay on an incremental basis for every Nonresponse Tickets
2.	Resolution Time	"Resolution Time", means time taken by the MSI staff to troubleshoot and fix the problem from the time the ticket has been logged through one of the agreed channels and till the time the problem has been fixed.	Monthly	60 minutes	No Penalty
				>60 min	Rs.1000 for every 60 minutes of delay on an incremental basis for every unresolved call.

### 2.6.1.3. Compliance and Reporting Procedures SLAs (From date of HOTO till end of O&M period)

Sl. No.	Measurement	Definition	Measurement Interval	Target	Penalty
1.	Submission of MIS Reports	The MSI shall submit the MIS reports as defined in: Scope of Work	Monthly	All MIS Reports for the previous quarter shall be submitted by the 5 <sup>th</sup> of the next quarter	No Penalty
				Delay beyond the date of submission	Rs.10000 for every day's delay on an incremental basis.
2.	Incident Reporting	Any failure/incident on any part of the	Monthly	100% incidents to be reported to CHiPS within 1	No Penalty

Sl. No.	Measurement	Definition	Measurement Interval	Target	Penalty
		Data Centre infrastructure or its facilities shall be communicated immediately to CHiPS as an exceptional report giving details of downtime, if any.		hour with the cause, action, and remedy for the incident.	
				Delay beyond an hour	Rs.1000 for every hour's delay on an incremental basis.
3.	Change Management	Measurement of quality and timeliness of changes to the Data Centre facilities	Monthly	100% of changes should follow formal change control procedures. All changes need to be approved by CHiPS.	Rs.50000 for every noncompliance .
				All changes should be implemented on time and as per schedule & without any disruption to business.	Rs.10000 for every noncompliance .
4.	Scheduled Maintenance	Measures timely maintenance of the ICT Infrastructure equipment installed at the Data Centre. The MSI shall provide a detailed ICT Infrastructure maintenance plan on the commencement of the project.	Monthly	100 % of scheduled maintenance should be carried out as per maintenance plan submitted by the MSI. Any scheduled maintenance needs to be planned and intimated to CHiPS at least 2 working days in advance.	Rs.10000 for every noncompliance
5	Certifications of SDC (ISO 20000, ISO 27001, ISO27017, ISO27018 and ISO 22301)	MSI has to get the SDC certified within 3 Months of FAT		100% Certified for all required Certifications within 3 Months of FAT	Rs.20000 per week of delay.
	Implementation of Audit (ISO 20000, ISO 27001 ISO27017, ISO27018 and ISO	Implementation of audit recommendation by CHiPS or its auditor, which have been agreed		100% on time to be implemented as per timelines	Rs.10000 for every non-compliance



Sl. No.	Measurement	Definition	Measurement Interval	Target	Penalty
	22301) Recommendations	by MSI & CHiPS to be implemented.		agreed upon with CHiPS.	
	Implementation of Audit Recommendations	Repeat observations (same observations that has been reported earlier)	Monthly		Rs.50000 for every non-compliance
6.	Maintenance of Spares	The MSI should maintain an inventory of spare components of ICT infrastructure as mutually agreed with CHiPS. For e.g. Switch, Router etc.	Monthly	100% as per the inventory log committed and maintained by MSI.	Rs.10000 for every non-compliance
7.	Manpower	Absence of resource	Monthly	100% on site deployment	In ability of MSI to deploy manpower resource/resources as per Manpower requirement specified in RFP, will attract a penalty of double the amount payable to MSI for the resource/resources during that period as per manpower payment terms

#### 2.6.1.4. Security Management SLAs (From date of HOTO till end of O&M period)

S. No	Service description	Measurement parameter (Monthly)	Target	Penalty
1.	Data Centre shall be kept free from virus attack	Resolution time for each virus attack	12 - 36 hours, as may be decided by tendering authority, depending upon the severity of the attack	Rs. 10,000 for delay of every 24 hours or it's part
2.	Datacenter shall be kept free from denial of service (DoS) attack	Number of DoS attacks	Zero	Rs. 5,00,000 per DoS attack
3	There shall be no Data theft or loss or compromise of any data hosted at SDC	Number of such incidents	Zero	Rs. 500000 per such incident
4	There shall be no intrusion	Number of such incidents	Zero	Rs. 200000 per such incident

## 2.6.1.5. Non-IT Infrastructure related SLA

Sr	Measurement	Target uptime (Monthly)	Severity	Penalty
1	Power Availability (UPS output)	>= 99.982 %	<u>Critical</u>	No Penalty
		<99.982 % to >= 99.950 %		0.05% of the QGR value
		>=98.00 % to <99.50 %		0.07% of the QGR value
		>=95.00 % to <98.00 %		0.1% of the QGR value
		<95%		0.5% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above. This down time should be calculated over and above the total hours of downtime permissible till 95.00 % availability.
2	PAC System Availability PAC System availability would mean (all PAC's including the standby) temperature and the humidity at the rack level.  Temperature to be maintained $20^{\circ} \pm 2^{\circ}$ at all times Relative humidity to be maintained $50^{\circ} \pm 5^{\circ}$ at all times	>= 99.982 %	<u>Critical</u>	No Penalty
		<99.982 % to >= 99.950 %		0.05% of the QGR value
		>=98.00 % to <99.50 %		0.07% of the QGR value
		>=95.00 % to <98.00 %		0.1% of the QGR value
		<95%		0.5% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above. This down time should be calculated over and above the total hours of downtime permissible till 95.00 % availability.
3	Surveillance: CCTV Availability would include DVR system availability, availability of CCTV recording - 180 days of	>= 99.982 %	<u>Critical</u>	No Penalty
		<99.982 % to >= 99.950 %		0.05% of the QGR value
		>=98.00 % to <99.50 %		0.07% of the QGR value
		>=95.00 % to <98.00 %		0.1% of the QGR value
	backup data from the present date	<95%		0.5% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above. This down time should be calculated over and above the total hours of downtime permissible till 95.00 % availability.
4		>= 99.982 %	<u>Critical</u>	No Penalty

Sr	Measurement	Target uptime (Monthly)	Severity	Penalty
	Complete BMS, system. This parameter applies to any individual component of BMS system, i.e., VESDA, Fire detection, fire suppression, water leak detection, S&EMU, Rodent repellent etc. For any component downtime, the penalty will be applicable	<99.982 % to >= 99.950 %		2% of the QGR
		>=98.00 % to <99.50 %		5% of the QGR
		>=95.00 % to <98.00 %		8% of the QGR
		<95%		0.5% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above. This down time should be calculated over and above the total hours of downtime permissible till 95.00 % availability.
5	Data Centre Infrastructure Management (Measure all the components at the end terminal level)	>= 99.982 % <99.982 % to >= 99.950 % >=98.00 % to <99.50 % >=95.00 % to <98.00 % <95%	Critical	No Penalty 2% of the QGR 5% of the QGR 8% of the QGR 0.5% of the QGR for every 1 hours of down time at a stretch or in parts up to total down time in addition to the penalty mentioned above. This down time should be calculated over and above the total hours of downtime permissible till 95.00 % availability.
6	Rack Inlet Temperature	This SLA would measure the temperature at the rack level & it should be integrated with DCIM/ BMS for reporting. The DCO should ensure that the Data Centre temperature is maintained at 22 degree +- 2 degree Centigrade	Major	9 - 15 instances per week 1% of QGR 16 - 25 instances per week 2% of QGR Greater than 25 instances 3 % of QGR + letter of warning
7	Fire Suppression: System Refilling of fire suppression cylinders in case of discharge during any incident	Refilling within <= 15 days Refilling within >= 16 days <= 30 Days Refilling within >= 31 days <= 45 Days	Critical	No Penalty 0.05% of the QGR value 0.07% of the QGR value

Sr	Measurement	Target (Monthly)	uptime	Severity	Penalty
		Refilling >= 46 Days			0.1% of the QGR value per week

Note: In case of the fire suppression system installed in the Server Farm Area gets discharged / leaked / any accident caused due to the negligence of the DCO; the cost of refilling the cylinders would be borne by the DCO. During the time the fire suppression system installed in the Server Farm Area gets discharged /leaked; the DCO would make provision for hand-held fire suppression system in the required area.

### 2.6.1.6. Civil Work-related SLA

Sr.	Measurement	Target	Severity	Penalty
1	Major Civil Work including the False Flooring, False Ceiling, Doors & Locking, Partitioning, Fire Proofing of all surfaces, Furniture & Fixtures and Painting to be replaced within 2 days of reporting the problem  The SI should maintain sufficient inventory to carry out civil and electrical repairs without any disruption to operations.  Resolution (All aspects of the Physical Data Centre)	T=2 days	<u>Critical</u>	No Penalty
		T1 = T + 2 days		0.05% of the QGR for every unresolved call
		T2 = T1 + 2 days		1% of the QGR for every unresolved call
		>T2		2% of the QGR for every unresolved call
2	Minor Civil Work including Cement Concrete Work, Masonry Work, Trench Work, Storage, Glazing and Scaffolding Work to be carried within 4 days of the reporting problem	T= 2 days	<u>Minor</u>	No Penalty
		T1 = T + 4 days		0.05% of the QGR for every unresolved call
		T2 = T1 + 2 days		1% of the QGR for every unresolved call
		>T2		2% of the QGR for every unresolved call

### 2.6.2. Manpower Resources Service Levels

In case where 24x7x365 manpower is not available the support personnel should be available over phone. In critical situations or when directed by CHiPS, the support personnel must be available onsite within 3 Hrs on request from CHiPS. Non availability of the support personnel will be treated equivalent to single occasion downtime for critical components. L2 and above manpower deployed by MSI should be on the respective rolls of the MSI and the balance may be contracted or outsourced personnel.

The total number of shifts will be as per section 2.6.4. of volume 3 of this RFP.

**Manpower Resource Service Levels**

Measurement	Target	Severity	Penalty
Resource availability for all services requested under Operations & Maintenance would be calculated as: (No. of total shift days present at the designated location/ Total overall shift days agreed as per annexure) x 100	>= 99% averaged overall resources designated for Master System Integrator (MSI) services & calculated on a quarterly basis	Critical	No Penalty
	>=97% to <= 99% averaged overall resources designated for MSI services & calculated on a quarterly basis		1% of QGR
	>=95% to <= 97% averaged overall resources designated for MSI services & calculated on a quarterly basis		2% of QGR
	>=90% to <= 95% averaged overall resources designated for MSI services & calculated on a quarterly basis		3% of QGR
	<= 90% averaged overall resources designated for MSI services & calculated on a quarterly basis		5% of QGR
Resource Replacement (The MSI must provide a resource with equivalent qualification and experience)	<= 15 Days	Critical	No Penalty
	> 15 Days		1% of QGR

**Example:**

Manpower availability in case there are 3 shifts per day which will have 2 people in shift 1, 1 person in shift 2, 1 person in shift 3.

Total Shifts per day =  $3(2 \times 1 + 1 \times 1 + 1 \times 1) = 12$

Per Quarter = 360 Shifts

In a quarter if, 2 people were not present in shift 1 for 7 days =  $2 \times 7 = 14$  shifts will be considered as unavailability of manpower.

Uptime% =  $(\text{Shift in which manpower was available} / \text{Total number of Shifts}) \times 100$

Uptime% =  $[(360 - 14) / 360 \times 100]$

Uptime% = 96.11 %

**2.6.3. Penalty on Resources (From date of HOTO till end of O&M period)**

Sr. No.	Incident	Definition	Penalty
1.	Knowledge Transfer (KT) will be provided by the outgoing resource to any substituted by an existing resource / Replaced resource in any of the case must have been imparted at least 15 working days.	There should be a minimum overlap of 15 days between the outgoing and the incoming resource. At the end of this period, a report signed by	A penalty of INR 20,000 will be levied in case of insufficient or incomplete KT as determined by CHiPS / State Designated Agency.

Sr. No.	Incident	Definition	Penalty
		both the resources will be submitted to CHiPS / State Designated Agency as proof of successful KT	
2.	If without prior approval of CHiPS/ State Designated Agency, any resource substitution / replacement happens.	This will be considered as a breach of this agreement	A penalty of INR 1,00,000 will be imposed on the MSI for every instance of breach.
3.	If any resource is found unsuitable during the project period	As determined by CHiPS/ State Designated Agency	The MSI will replace resource within 90 days of intimation from CHiPS failing which a penalty of INR 1,00,000 shall be imposed on the MSI for every such resource.

## 2.6.4. Manpower vs Shifts

### Resources Required during the HOTO & Implementation Phase

Sr. No	Role	Expertise Level (with qty)	Minimum Qty	Minimum Deployment during HOTO & Implementation Phase	Shift Timings	No. of Shifts
1	Project Manager	L4	1	100%	8 x 6	1
2	Network and Security Expert	L3	2	100%	8 x 6	1
3	DC-DR Cloud Solution Expert	L3	1	100%	8 x 6	1
4	Solution Architect cum-DBA	L3	1	100%	8 x 6	1
5	Storage and Backup Expert	L3	1	100%	8 x 6	1
6	Server Expert/System Administrator	L3	1	100%	8 x 6	1
7	BMS Expert	L3	1	100%	8 x 6	1

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### Operation Manpower required during HOTO shadowing

Sr. No	Role	Expertise Level (with qty)	Minimum Qty	Minimum Deployment during O&M Phase(24x7x365)	Shift Timings	No. of Shifts
1	NOC Engineer	L1	4	100%	24 x 7	3
2	Help Desk Engineer	L1	4	100%	24 x 7	3
3	BMS Expert	L2-(2) L1-(2)	4	100%	24 x 7	3

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### Resources Required during the O&M Phase

Sr. No	Role	Expertise Level (with qty)	Minimum Qty	Minimum Deployment during O&M Phase(24x7x365)	Shift Timings	No. of Shifts
1.	Project Manager	L4	1	100%	8 x 6	1

2.	Network and Security Expert	L3-(2) L2-(2)	4	100%	24 x 7	3
3.	DC-DR Cloud solution Expert	L3	1	100%	8 x 6	3
4.	DBA	L2	2	100%	16 x 6	2
5.	Storage and Backup Expert	L2	2	100%	16 x 6	2
6.	Server Expert/ System Administrator	L3-(1) L2-(2) L1-(2)	5	100%	24 x 7	3
7.	NOC Engineer	L1	4	100%	24 x 7	3
8.	Help Desk Engineer	L1	4	100%	24 x 7	3
9.	BMS Expert	L3-(1) L2-(2) L1-(2)	5	100%	24 x 7	3

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## 2.7. Reporting Procedures

MSI representative shall prepare and distribute Service level performance reports in a mutually agreed format by the 5th working day of subsequent month. The reports shall include “actual versus target” Service Level Performance, a variance analysis and discussion of appropriate issues or significant events. Performance reports shall be distributed to Authority management personnel as directed by Authority. Also, MSI may be required to get the Service Level performance report audited by a third-party Auditor appointed by the Authority.

## 2.8. Issue Management Procedure

This process provides an appropriate management structure for the orderly consideration and resolution of business and operational issues in the event that quick consensus is not reached between Authority and Bidder.

Implementing such a process at the beginning of the outsourcing engagement significantly improves the probability of successful issue resolution. It is expected that this pre-defined process shall only be used on an exception basis if issues are not resolved at lower management levels.

### 2.8.1. Issue Management Process

- i. Either Authority or MSI may raise an issue by documenting the business or technical problem, which presents a reasonably objective summary of both points of view and identifies specific points of disagreement with possible solutions.
- ii. Any unresolved issues/disputes concerning the Project/Contract between the Parties shall first be referred in writing to the Project Manager for his consideration and resolution. If the Project Manager is unable to resolve any issue/dispute within 5 days of reference to them, the Project Manager shall refer the matter to the Program Management Committee. If the Program Management Committee is unable to resolve the issues/disputes referred to them within 15 days, the unresolved issue/dispute shall be referred to Steering Committee / high powered committee/Project Implementation Committee for resolution. The Steering Committee within 30 days of reference to them shall try to resolve the issue/dispute.
- iii. If the Steering Committee fails to resolve a dispute as per the above clause, the same shall be referred to Arbitration. The Arbitration proceedings shall be carried out as per the Arbitration procedures mentioned in Clause 1.17 Dispute Resolution point (ii) of this section of RFP.

## 2.9. Service Level Change Control

It is acknowledged that this Service levels may change as Authority's business needs evolve over the course of the contract period. As such, this document also defines the following management procedures:

- a) A process for negotiating changes to the Service Levels
- b) An issue management process for documenting and resolving particularly difficult issues.
- c) Authority and Bidder management escalation process to be used in the event that an issue is not being resolved in a timely manner by the lowest possible level of management.

Any changes to the levels of service provided during the term of this Agreement shall be requested, documented, and negotiated in good faith by both parties. Either party can request a change.

### 2.9.1. Service Level Change Process

The parties may amend Service Level by mutual agreement in accordance. Changes can be proposed by either party. Unresolved issues shall also be addressed. MSI's representative shall maintain and distribute current copies of the Service Level document as directed by Authority. Additional copies of the current Service Levels shall be available at all times to authorized parties.

### 2.9.2. Version Control/ Release Management

All negotiated changes shall require changing the version control number. As appropriate, minor changes may be accumulated for periodic release or for release when a critical threshold of change has occurred.



## 3. ANNEXURES

### 3.1. Annexure I: Change Control Note

Change Control Note		CCN Number:
<b>Part A: Initiation</b>		
Title		
Originator		
Sponsor		
Date of Initiation		
<b>Details of Proposed Change</b>		
(To include reason for change and appropriate details/specifications. Identify any attachments as A1, A2, and A3 etc.)		
Authorized by Authority	Date	
Name		
Signature		
Received by the Bidder	Date	
Name		
Signature		
Change		
Change Control Note		CCN Number:
<b>Part B: Evaluation</b>		
(Identify any attachments as B1, B2, and B3 etc.)		
Changes to Services, payment terms, payment profile, documentation, training, service levels and component working arrangements and any other contractual issue.		
<b>Brief Description of Solution:</b>		
<b>Deliverables:</b>		
<b>Timetable:</b>		

<b>Charges for Implementation:</b>	
<b>Other Relevant Information:</b> (including value-added and acceptance criteria)	
Authorized by Authority	Date
Name	
Signature	
<b>Change Control Note</b>	<b>CCN Number:</b>
<b>Part C: Authority to Proceed</b>	
Implementation of this CCN as submitted in Part A, in accordance with Part B is: (tick as appropriate)	
<b>Approved</b>	
<b>Rejected</b>	
<b>Requires Further Information</b> (as follows, or as Attachment 1 etc.)	
<b>For Authority and its nominated agencies</b>	<b>For MSI</b>
Signature	Signature
Name	Name
Title	Title
Date	Date

### 3.2. Annexure II: Form of Agreement

This Agreement made on the .....date of.....2022, between.....  
 (Hereinafter..... referred to as the “MSI”) of the one part and ..... (hereinafter called the  
 “Authority”) of the other part.

WHEREAS MSI has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract and is about to perform services as specified in this RFP .....(hereinafter called “works” ) mentioned, enumerated or referred to in certain Contract conditions, specification, scope of work, other sections of the RFP, covering letter and schedule of prices which, for the purpose of identification, have been signed by ..... on behalf of the .....

MSI and ..... (the Authority) on behalf of the Authority and all of which are deemed to form part of the Contract as though separately set out herein and are included in the expression “Contract” whenever herein used.

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

- a. The Authority has accepted the tender of MSI for the provision and execution of the said works for the sum of .....upon the terms laid out in this RFP.
- b. MSI hereby agrees to provide Services to Authority, conforming to the specified Service Levels and conditions mentioned
- c. The following documents attached hereto shall be deemed to form an integral part of this Agreement:

<b>Complete Request for Proposal (RFP) Document</b>	<i>Volumes I, II and III of the RFP and corrigendum and addendum, if any</i>
<b>Break-up of cost components</b>	<i>Bidder’s Commercial bid</i>
<b>The Authority’s Letter of Intent dated &lt;&lt;&gt;&gt;</b>	<i>To be issued later by the Authority</i>
<b>MSI’s Letter of acceptance dated &lt;&lt;&gt;&gt;</b>	<i>To be issued later by the MSI</i>
<b>Bid submitted by MSI as per file No. &lt;&lt;&gt;&gt;</b>	<i>Bidder’s Technical bid</i>

- d. The mutual rights and obligations of the “Authority” and MSI shall be as set forth in the Agreement, in particular:
  - MSI shall carry out and complete the Services in accordance with the provisions of the Agreement; and
  - The “Authority” shall make payments to MSI in accordance with the provisions of the Agreement.

**NOW THESE PRESENTS WITNESS** and the parties hereto hereby agree and declare as follows, that is to say, in consideration of the payments to be made to MSI by the Authority as hereinafter mentioned, MSI shall deliver the services for the said works and shall do and perform all other works and things in the Contract mentioned or described or which are implied there from or there in respectively or may be reasonably necessary for the completion of the said works within and at the times and in the manner and subject to the terms, conditions and stipulations mentioned in the said Contract.

**AND** in consideration of services and milestones, the Authority shall pay to MSI the said sum of .....or such other sums as may become payable to MSI under the provisions of this Contract, such payments to be made at such time and in such manner as is provided by the Contract.

IN WITNESS WHEREOF the parties hereto have signed this deed hereunder on the dates respectively mentioned against the signature of each.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

Place:

**in the presence of:**

Signed

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

Place:

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Place:

**in the presence of:**

Signed

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date :

Place: