



BIDDING DOCUMENT

National Competitive Bidding (NCB)

**IMPLEMENTATION OF A DOCUMENT AND WORKFLOW MANAGEMENT SYSTEM
FOR THE MINISTRY OF FOREIGN AFFAIRS**

IFB No: ICTA/GOSL/GOODS/NCB/2016/39

JUNE 2016



Information and Communication Technology Agency of Sri Lanka

Invitation for Bids (IFB)

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SYSTEM FOR THE MINISTRY OF FOREIGN AFFAIRS**

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1. Information and Communication Technology Agency of Sri Lanka (ICTA) implements projects by investing on improving the ICT infrastructure and system solutions at Ministries and Government organizations to provide efficient, reliable and secure services between Government organizations and the general public. Under this initiative, ICTA intends to improve ICT facilities at the Ministry of Foreign Affairs to provide efficient and effective services within the Ministry, the missions abroad and to other government organizations as a priority project.

The Chairman, Project Procurement Committee (PPC), on behalf of Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication and Digital Infrastructure, now invites sealed bids from eligible and qualified bidders for the implementation of a Document and Workflow Management System for the Ministry of Foreign Affairs.

Detailed description of the Requirements and functional Specifications is given in the bidding document.

2. Bidders are required to bid for the total solution. Partial bids shall be treated as non-responsive and shall be rejected.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure that shall be governed by the procurement guidelines of Government of Sri Lanka and is open to all eligible bidders that meet the eligibility and qualification requirements given in the bidding documents.
4. Interested eligible bidders may obtain further information from Director-Procurement & Head-Administration, ICTA, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 and inspect the bidding documents during office hours on working days commencing from **21 June, 2016** at the office of ICTA at the above address. Telephone: 2369099, Facsimile: 2369091, Email: procurement@icta.lk. bidding documents are also available on ICTA Website (www.icta.lk) for inspection purposes.
5. A complete set of Bidding Documents in English Language may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Two Thousand (LKR 2000.00) effective from **21 June, 2016** during office hours on working days from the office of the ICTA at 160/24, 2nd floor, Kirimandala Mawatha Colombo 05. The method of payment will be by cash.

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6. A Pre-bid meeting which potential bidders may attend will be held at **1400 hrs (2.00 p.m) on 04 July, 2016** at the office of ICTA at the above address. The bidders are advised to attend this meeting.
 7. Bids must be delivered to Director-Procurement & Head-Administration, C/o Managing Director/Chief Executive Officer, Information and Communication Technology Agency of Sri Lanka (ICTA), 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 at or before **1500 hrs (3.00 p.m) on 14 July, 2016**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
 8. All Bids must be accompanied by Bid Securities in the form of a Bank Guarantee using the format given with the bidding documents in the amount of Sri Lankan Rupees Two Hundred Fifty Thousand. (LKR 250,000.00)
 9. Bids shall be valid for a period of 90 days from the date of deadline for submission of the bids.
 10. Bids will be opened immediately after the deadline for submission of bids, in the presence of bidders and/or their authorized representatives who choose to attend in person at the address stated above (in Para 7).
 11. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.
 12. Attention of the prospective bidders is drawn to the fact that,
 - (i) They will be required to certify in their bids that all software is either covered by a valid license or was produced by the bidder itself and
 - (ii) Violations are considered fraud, which is among other remedies, punishable by potential blacklisting from participation in procurement activities funded by the Government of Sri Lanka.

Chairman
Project Procurement Committee
Information and Communication Technology Agency of Sri Lanka (ICTA),
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

17 June, 2016

Section I. Instructions to Bidders (ITB)

General

- 1. Scope of Bid**
 - 1.1 The Purchaser **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this National Competitive Bidding (NCB) procurement are **specified in the BDS**. The name, identification, and number of lots (individual contracts), if any, are **provided in the BDS**.
 - 1.2 Throughout these Bidding Documents:
 - (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
 - (b) If the context so requires, “singular” means “plural” and vice versa; and
 - (c) “Day” means calendar day.
- 2. Source of Funds**
 - 2.1 Payments under this contract will be financed by the source specified in the BDS.
- 3. Ethics, Fraud and Corruption**
 - 3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:
 - Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
 - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
 - 3.2 The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
 - (a) *“corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;*
 - (b) *“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement*

process or the execution of a contract;

(c) *“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and*

(d) *“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.*

3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

(a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or

(b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.

4.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL), at the date of submission of bids or at the date of contract award, shall be disqualified.

4.4 Foreign Bidder may submit a bid only if so stated in the in the BDS.

5 Eligible Goods and Related Services

5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

Contents of Bidding Documents

6 Sections of Bidding Documents

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

Volume 1

- Section I. Instructions to Bidders (ITB)
- Section VI. Conditions of Contract (CC)
- Section VIII. Contract Forms

Volume 2

- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Schedule of Requirements
- Section VII. Contract Data
- Invitation For Bid

- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- 7 Clarification of Bidding Documents**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.
- 8 Amendment of Bidding Documents**
- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

Preparation of Bids

- 9 Cost of Bidding**
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 10 Language of Bid**
- 10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.
- 11 Documents Comprising the Bid**
- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
 - (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 20;
 - (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents;
 - (d) documentary evidence in accordance with ITB Clause 18

establishing the Bidder's qualifications to perform the contract if its bid is accepted; and

(e) any other document required in the BDS.

- 12 Bid Submission Form and Price Schedules**
- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 13 Alternative Bids**
- 13.1 Alternative bids shall not be considered.
- 14 Bid Prices and Discounts**
- 14.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.
- 14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.
- 14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.
- 14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:
- (a) on components and raw material used in the manufacture or assembly of goods quoted; or
 - (b) on the previously imported goods of foreign origin
- (ii) However, VAT shall not be included in the price but shall be indicated separately;
- (iii) the price for inland transportation, insurance and other related services to deliver the goods to their final destination;
- (iv) the price of other incidental services
- 14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.
- 14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the

prices of other items.

- 15 Currencies of Bid** 15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.
- 16 Documents Establishing the Eligibility of the Bidder** 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
- 17 Documents Establishing the Conformity of the Goods and Related Services** 17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.
- 17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if **specified in the BDS** following commencement of the use of the goods by the Purchaser.
- 18 Documents Establishing the Qualifications of the Bidder** 18.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) A Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization if required in the BDS, using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;
 - (b) that, if **required in the BDS**, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

- 19 Period of Validity of Bids**
- 19.1 Bids shall remain valid until the date **specified in the BDS**. A bid valid for a shorter date shall be rejected by the Purchaser as non responsive.
- 19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- 20 Bid Security**
- 20.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.
- 20.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
 - (b) be issued by a institution acceptable to Purchaser.
 - (c) be substantially in accordance with the form included in Section IV, Bidding Forms;
 - (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;
 - (e) be submitted in its original form; copies will not be accepted;
 - (f) remain valid for the period specified in the BDS.
- 20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.
- 20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.
- 20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or
 - (b) if a Bidder does not agreeing to correction of arithmetical

errors in pursuant to ITB Sub-Clause 30.3

- (c) if the successful Bidder fails to:
 - (i) *sign the Contract in accordance with ITB Clause 42;*
 - (ii) *furnish a Performance Security in accordance with ITB Clause 43.*

21 Format and Signing of Bid

- 21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as “ORIGINAL.” In addition, the Bidder shall submit a copy of the bid and clearly mark it as “COPY.” In the event of any discrepancy between the original and the copy, the original shall prevail.
- 21.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
- 21.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.

Submission and Opening of Bids

22 Submission, Sealing and Marking of Bids

- 22.1 Bidders may always submit their bids by mail or by hand.
 - (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope.
- 22.2 The inner and outer envelopes shall:
 - (a) Bear the name and address of the Bidder;
 - (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1;
 - (c) bear the specific identification of this bidding process as indicated in the BDS; and
 - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 261.

If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

23 Deadline for Submission of

- 23.1 Bids must be received by the Purchaser at the address and no

Bids

later than the date and time **specified in the BDS.**

23.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

24 Late Bids

24.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

25 Withdrawal, and Modification of Bids

25.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” or “Modification;” and

(b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.

25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1..

25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26 Bid Opening

26.1 The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the BDS.**

26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

- 26.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.
- 26.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

Evaluation and Comparison of Bids

27 Confidentiality

- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

28 Clarification of Bids

- 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.

29 Responsiveness of Bids

- 29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2 A substantially responsive Bid is one that conforms to all the

terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

30 Nonconformities, Errors, and Omissions

30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its

Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.

- 31 Preliminary Examination of Bids**
- 31.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.
- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
 - (b) Price Schedules, in accordance with ITB Sub-Clause 12;
 - (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.
- 32 Examination of Terms and Conditions; Technical Evaluation**
- 32.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the **Contract Data** have been accepted by the Bidder without any material deviation or reservation.
- 32.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 32.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.
- 33 Conversion to Single Currency**
- 34.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.
- 34 Domestic Preference**
- 34.1 Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid-evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.
- 35 Evaluation of Bids**
- 35.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 35.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.

- 35.3 To evaluate a Bid, the Purchaser shall consider the following:
- (a) the Bid Price as quoted in accordance with clause 14;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;
 - (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3
 - (d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria;
 - (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.
- 35.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors listed in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids
- 35.5 If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
- 36 Comparison of Bids** 36.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 35.
- 37 Post qualification of the Bidder** 37.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.
- 37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 38 Purchaser's Right to Accept Any Bid, and to** 38.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to

Reject Any or All Bids

Bidders.

Award of Contract

- 39 Award Criteria** 39.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 40 Purchaser's Right to Vary Quantities at Time of Award** 40.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed fifteen percent (15%) of the total quantity and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
- 41 Notification of Award** 41.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 41.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.
- 42 Signing of Contract** 42.1 Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.
- 42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.
- 43 Performance Security** 43.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
- 43.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Section II. Bidding Data Sheet (BDS)

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

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: Information and Communication Technology Agency of Sri Lanka
ITB 1.1	<p>The name and identification number of the Contract are:</p> <p>IMPLEMENTATION OF A DOCUMENT AND WORKFLOW MANAGEMENT SYSTEM FOR THE MINISTRY OF FOREIGN AFFAIRS</p> <p>Contract Number: ICTA/GOSL/GOODS/NCB/2016/39</p> <p>Bidders are required to bid for the total solution. Partial bids shall be treated as non-responsive and shall be rejected.</p>
ITB 2.1	The source of funding is: Government of Sri Lanka (GoSL)
ITB 4.4	Interested foreign bidders may submit bids
	B. Contents of Bidding Documents
ITB 7.1	<p>For Clarification of bid purposes only, the Purchaser's address is: Director-Procurement & Head -Administration, Information and Communication Technology Agency of Sri Lanka, 160/24, Kirimandala Mawatha, Colombo 5. Facsimile numbers is 2369091. e-mail: procurement@icta.lk A pre-Bid meeting will be held: Yes Date : 04 July, 2016 Time : 1400 hrs. Venue : Information and Communication Technology Agency of Sri Lanka, (2nd floor) 160/24, Kirimandala Mawatha, Colombo 5. The Purchaser's representative is: Mr. Gamini Karunaratne, Director-Procurement & Head -Administration Address: Information and Communication Technology Agency of Sri Lanka, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 Telephone: 2369099 -100 Facsimile: 2369091 E-mail: procurement@icta.lk, Clarifications may be requested not later than 07 days before the deadline for submission of bids.</p>

	C. Preparation of Bids
ITB 13.1	Alternative bids shall not be considered. Options are not allowed, The bids submitted with options shall be treated as non-responsive and shall be rejected.
ITB 14.3	Bidders are required to bid for the total solution. Partial bids shall be treated as non-responsive and shall be rejected.
ITB 18.1 (a)	The Bidder that does not develop or produce the products offered should submit the Developer's/Producer's/Owners' Authorization using the form included in Section IV to demonstrate that is has been duly authorized by the developer, producer or owner of the Products to supply these Products in the Purchaser's Country
ITB 18.1 (b)	If the bidder is not doing business within Sri Lanka, its agent should have registered business presence in the Sri Lanka with adequate staff and resources for implementation providing comprehensive maintenance and support for the system for 03 years.
ITB 19.1	The bid validity period shall be Ninety days (90) days from the date of bid closure, accordingly the bid shall be valid until 12 October, 2016 .
ITB 20.1	Bid shall include a Bid Security issued by a commercial bank licensed by the Central Bank of Sri Lanka in the format prescribed in Section IV "Bidding Forms – Bid Guarantee"
ITB 20.2	The amount of the Bid Security shall be as follows; Sri Lankan Rupees Two Hundred Fifty Thousand (LKR 250,000.00) Bid Security shall be issued in favor of ; The Chief Executive Officer Information and Communication Technology Agency of Sri Lanka 160/24, Kirimandala Mawatha, Colombo 5, Sri Lanka.
ITB 20.2 (f)	Bid Security shall be valid for a period of 30 days beyond the original validity period of bids (up to 12 November, 2016) or beyond any period of extension subsequently requested under ITB clause 19.

D. Submission and Opening of Bids	
ITB 22.2 (c)	<p>The inner and outer envelopes shall bear the following identification marks:</p> <p style="text-align: center;">IMPLEMENTATION OF A DOCUMENT AND WORKFLOW MANAGEMENT SYSTEM FOR THE MINISTRY OF FOREIGN AFFAIRS</p> <p>Contract Number: ICTA/GOSL/GOODS/NCB/2016/39</p>
ITB 23.1	<p>For bid submission purposes, the Purchaser's address is:</p> <p>Attention: Mr. Gamini Karunaratne, Director - Procurement & Head of Administration C/O; Chief Executive Officer</p> <p>Address: Information and Communication Technology Agency Lanka, 2nd floor, 160/24, Kirimandala Mawatha, Colombo 05.</p> <p>The deadline for the submission of bids is:</p> <p>Date: 14 July, 2016</p> <p>Time: 1500 hrs</p>
ITB 26.1	<p>The bid opening shall take place at:</p> <p>Address: Information and Communication Technology Agency, 2nd floor, 160/24, Kirimandala Mawatha, Colombo 05.</p> <p>Date: 14 July, 2016</p> <p>Time: 1500 hrs (immediately after deadline for bid submission)</p>
E. Evaluation and Comparison of Bids	
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.3.d	There will be no price adjustments; the selection is based on the lowest evaluated bid price.

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications.

Contents

1. Evaluation Criteria (ITB 35.3 (d))
2. Post-qualification Requirements (ITB 37.2)

1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid will be based on the Evaluated Bid Price.

2. Post-qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using the following requirements.

2.1. Bidder shall be a legally registered business entity in Sri Lanka.

2.2. Bidder shall not have been blacklisted

2.3. Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement:

Average annual turnover in last three (03) years shall be 1.5 times of the bid price.

The bidder must demonstrate access to or availability of financial resources such as liquid assets, un-encumbered real assets, line of credit and other financial means, other than any contractual advance payments to meet the cash flow requirement of not less than Sri Lankan Rupees Six Million (LKR 6 Million) or equivalent, and net of the bidder's other commitments for this project.

2.4. Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

2.4 (a) Successful deployment of similar solutions at least for five (05) large enterprises in sectors such as banking, telecommunication, health, government, etc.

No.	Purchaser Name	Sector	Product Version	System/ Application/ Product Details/ Modules	Scope of Work	Implementati on Status (implemented / In Progress)	Go Live Date	Duration of implementation	No. of users/ License	No. of Locations/ Sites	Contact Person Name/ e-mail
1											
2											
3											
4											
5											

b) Please specify the features mentioned below, for the projects specified in table 2.4 (a).

Features	Projects	Detail description of implementation of features	Duration of Implementation
a. Customization of Document Management systems			
b. Customization of Workflow Management systems			
c. Multiple views in single user console (fetch data from other systems/databases)			

d. Trilingual Capability (English, Sinhala and Tamil)				
e. Use of Digital certificates for authenticating the users and servers				
f. Integration with a payment gateway				

g. Complaint management within the system				
h. Short Message Service (SMS) alerts				
i. Email integration				

j. Barcode /QR Code Integration				
k. Service Oriented Architecture (SOA) and Web Services				
l. Cloud based implementation				

m. Compliance with security standards			

- a) Describe/Provide details of three (03) largest deployments of the document management system and workflow management system and which are currently in operation for more than two (02) years. Deployment shall be on a multi-tenant environment and on a larger wide area network.
- b) Facilitate in inspecting the selected supplier' sites mentioned in 2.4.a
- c) Provide technical capacity of the bidder's team.
- d) Attach a softcopy (CD) of the user manual mentioned in 2.4.a
- e) At least 3 years of domain and industry expertise of the proposed solution.
- f) Inspection and/or testing of the product and after sales and/or maintenance capabilities

g) Preferred qualifications of the project implementation team (Please provide CVs):

Key Professional Staff	Experience in the Proposed role	Experience in working in Enterprise level projects	Experience in application development
Project Manager	5 years	3 projects	-
Software Architect	5 years	3 projects	3 projects
Technical Lead	5 years	3 projects	3 projects
Senior Software Engineer	5 years	3 projects	3 projects
UI Engineer	5 years	3 projects	3 projects
Business Analyst	5 years	3 projects	-
Quality Assurance Lead	3 years	3 projects	3 projects
Quality Assurance Engineer	3 years	3 projects	3 projects

Section IV. Bidding Forms

Table of Forms

Bid Submission Form

Price Schedule

Bid Guarantee

Developer's Authorization Letter

Bid Submission Form

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

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

No.: *[insert number of bidding process]*

To: *[* insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Schedules specified in the Schedule of Requirements of the following product, solution and Related Services *[* insert a brief description of the product, solution and Related Services]*;
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the GOSL;
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

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

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

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

Price Schedule

#	Description	Nos/Qty.	Unit Price LKR	Total Price LKR Excluding VAT	VAT	Total Price LKR Including VAT
1	Document and Workflow Management System – Base Module with 25 user licenses.	01 - Base module				
2	Additional user license per system (subscribe as per requirement of the systems)	100 - user licenses (approximate)				
3	System requirement study, Design, create, customize and upload workflows, Design, create, customize DMS repositories and user training (Paid on actual deployments)	03 - Divisions				
4	System Maintenance and Support for three years	03 - years				
Total						

(Bidder shall fill the price schedule in accordance with the Section V - Schedule of Requirements)

.....
Signature/Date

Bid Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]----- [insert issuing agency's name, and address of issuing branch or office] -----

***Beneficiary:** ----- *[name and address of Purchaser]*

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

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

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

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

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

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

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

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

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

Developer's/Producer's/Owners' Authorization

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

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

No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[Developer's/Producer's/Owners']*, who are official software developers of *[insert type of products manufactured]*, having software development environment at *[insert full address of Producer's software development environment]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Product, developed by us *[insert name and or brief description of the products]*, and to subsequently negotiate and sign the Contract.

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

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

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

Title: *[insert title]*

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

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

Section V. Schedule of Requirements

About ICTA

Information and Communication Technology Agency of Sri Lanka (ICTA) will be implementing projects by investing on improving the ICT infrastructure and system solutions at Ministries and Government organizations to provide efficient, reliable and secure services between Government organizations and to the general public. Therefore, ICTA intends to improve ICT facilities at the Ministry of Foreign Affairs to provide improved services within the Ministry, missions abroad and between other government organizations

Objective of the Project

The Ministry of Foreign Affairs has decided to implement a Document and Workflow Management System to enhance the service standards within the Ministry, missions abroad, Citizens, between other Government organizations and foreign embassies. Therefore, ICTA will facilitate the implementation of systems for the Ministry.

Scope of the project in brief

An electronic Document Attestation System (eDAS) will be implemented to the Consular Division of the Ministry of Foreign Affairs to provide efficient, reliable and secure service in attestation of government issued documents. The Ministry of Foreign Affairs has conducted a Business Process re-engineering study to re-engineer processes of the Consular division. The reports in relation to the study can be referred on attached Compact Disc (CD) which includes the GPR report and SRD reports.

Further, key divisions of the Ministry will be implemented with similar systems using the base module implemented for the Consular division. The supplier is required to conduct requirement gathering study on requirement of the systems and implement as per the schedule of requirements specified below.

List of Requirements & Related Services

Item No.	Item Description	Quantity (Units)	Implementation Details	Related Services
1.	Document Management, and Workflow Management System	01 Number Base module with 25 user licenses. Additional user licenses shall be created as per the systems implemented for the divisions of the Ministry.	<i>Ministry of Foreign Affairs – Division 1 : The Consular division</i> Implementation of an Electronic Document Attestation System (eDAS). <i>Implementation period shall be 2 months from the commencement date.</i> <i>Commencement date is the contract award date.</i>	<p><u>In four weeks</u></p> <ul style="list-style-type: none"> (a) Project management plan and implementation plan (b) System Requirement Specification (SRS) (c) Software architecture (d) Prototype of User Interface (e) Detail design document <p><u>In two weeks</u></p> <ul style="list-style-type: none"> (a) Deployed and working version of System (b) Training proposal <p><u>In two weeks</u></p> <ul style="list-style-type: none"> (a) Integrated and deployed complete working version of System (b) User Acceptance Testing (UAT) (c) Training users (d) Final versions of the User Manuals (English, Sinhala and Tamil) (e) System maintenance and support plan (f) Operational Acceptance Testing (OAT)

Item No.	Item Description	Quantity (Units)	Implementation Details	Related Services
			<p><i>Ministry of Foreign Affairs – Division 2 : The Overseas administration division.</i></p> <p>System requirement study shall be conducted by the supplier.</p> <p>Implementation period shall be 3 months from the commencement date.</p> <p>Commencement is the contract award date.</p>	<p><u>In four weeks</u></p> <p>(a) Project management plan and implementation plan</p> <p>(b) System Requirement Specification (SRS)</p> <p>(c) Software architecture</p> <p>(d) Prototype of User Interface</p> <p>(e) Detail design document</p> <p><u>In two weeks</u></p> <p>(a) Deployed and working version of System</p> <p>(b) Training proposal</p> <p><u>In two weeks</u></p> <p>(a) Integrated and deployed complete working version of System</p> <p>(b) User Acceptance Testing (UAT)</p> <p>(c) Training users</p> <p>(d) Final versions of the User Manuals (English, Sinhala and Tamil)</p> <p>(e) System maintenance and support plan</p> <p>(f) Operational Acceptance Testing (OAT)</p>

-
- a. It is required to deliver, install and configure the system as specified in the above schedule.
 - b. The supplier shall implement multiple systems to serve the specific requirements of the Divisions of the Ministry of Foreign Affairs using a single base module of Document and Workflow Management system. The user licenses shall be expanded along with the creation of workflows and repositories as per requirements of the divisions of the Ministry.
 - c. Implementation shall cover all the aspects of the requirements of the divisions for the proposed systems.
 - d. For the purpose of implementation of 'Electronic Document Attestation system (eDAS) for the Consular Division, the supplier should study the following documents for understanding the requirement and the scope of the system to be implemented;
 - i. eCD - GPR Report V1.1 (released).pdf
 - ii. e-DAS - SRD v1.1 (released).pdf
 - iii. e-DAS - SRD Annexures v1.1 (released).pdf

The above documents can be referred in a Compact Disc (CD) provided along with the bidding document and can be downloaded from the below link;

<http://www.mea.gov.lk/index.php/en/consular-services/bpr-study-reports>

The supplier shall complete the implementation of the systems for other divisions by conducting business process analysis.

- e. The supplier shall create, design, configure, customize separate repositories on DMS, design & upload workflows, tasks management, design GUI and forms.
- f. The system shall generate organization's standard templates of letters, forms, lists using information in the database/ systems.
- g. The supplier should ensure that all formats of forms, reports, etc., are validated before finalizing the requirement.
- h. An online tracking shall be provided for authorized stakeholders to view the status of the transaction.
- i. Online document verification and validation shall provide to its stakeholders.
- j. The supplier shall implement integration with other systems through APIs. Therefore, the supplier shall work closely with other system providers for a smooth implementation and integration of the systems.
- k. The supplier shall integrate the systems with a payment gateway, email server and a SMS gateway.
- l. The supplier shall integrate the systems with the National Payment Platform (NPP) through APIs for payment services.
- m. The supplier shall handle all the required data migration activities from existing systems and shall ensure the data integrity.

-
- n. The supplier shall provide onsite user trainings, helpdesk support, regular system health checks, and regular enhancement to the system as per purchasers' requirements, regular updates, maintenance and support.
 - o. The system should be able to handle information capture, recall and printing in Sinhala, Tamil and English.
 - p. The system should adopt industry best practices and standards to deliver the solution.
 - q. All the system components must be compatible with all types of Document scanners, barcode scanners, bio-metric scanners, Personal Computers, Laptop Computers and Laser Printer, Multi-function copiers which will be part of overall system.
 - r. The system offered should be based on platform independent supplier agnostic architecture, enabling it to be interoperable, modular in design and be able to integrate seamlessly with other software systems.
 - s. The supplier shall collaborate with hardware and other system providers and integrate the implementing system for full and fail free performance.
 - t. A tool should be provided to the purchaser by the supplier to monitor the systems health in real time.
 - u. The supplier shall conduct User Acceptance Testing (UAT) for each systems implemented at the divisions of the Ministry.
 - v. The supplier shall conduct Operational Acceptance Testing (OAT) for each systems implemented at the divisions of the Ministry.
 - w. The system shall be audited by SLCERT prior configuration on the Lanka Government Cloud (LGC). Any issues and recommendations reported through the audit report shall be remediated by the supplier and shall be re-audited by SLCERT.
 - x. Deploy the systems, upon positive report from SLCERT, to the Lanka Government Cloud (LGC).
 - y. Conformance of the compliance requirements and Software Quality Assurance will be evaluated by a project review committee consisted of ICTA, MFA and the supplier during the project life cycle. The recommendations provided by the committee should be adopted to the product by the supplier.
 - z. The committee will evaluate the implementation and provide necessary acceptance on deliverables.

1. Technical Specifications

Bidders are required to state their compliance to specifications/requirements against each and every criterion of the specification sheets.

Document and Workflow Management System Functional Requirement

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
Document Management Specification					
1.	Scanning	1.1. GUI for scanning			
		1.2. Scan additional documents to existing repository			
		1.3. Integration between scanner and DMS, so that scanned documents are automatically received in the DMS			
		1.4. Automatic Optical Character Recognition (OCR) and full-text indexing of scanned images			
		1.5. Intelligent Character Recognition (ICR)			
		1.6. Automatic Barcode/QR code recognition			
		1.7. Web based scanning and scanner profile management			
		1.8. Import scanned batches from another location			
		1.9. Define specific configurations through scan profiles			
2.	Archiving	2.1. Backup previous versions of the documents			
		2.2. Define a retention period of archived documents			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
3.	Searching	3.1. Free text search			
		3.2. Search by tags, keywords and etc.			
		3.3. Optical Character Recognition (OCR) software support (primarily for English Language) and conversion capabilities			
		3.4. Advanced query search			
		3.5. Save Searches for future reference			
		3.6. Filter content (Filter by a selected date range)			
		4.	Storage	4.1. Capable of storing individual scanned documents	
4.2. Option to generate folders and sub folders to store documents					
4.3. Option to generate unique file name					
4.4. Integration with Big Data Extensions					
5.	Document Viewing	5.1. Non visible watermarking within image to determine the login user.			
		5.2. Shall adopt data compression/de-compression technologies			
6.	Document editing	6.1. Annotations			
		6.2. Append			
		6.3. Bookmarks			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		6.4. Check-In / Check-Out stamps			
		6.5. Split a document			
		6.6. Join multiple documents			
		6.7. Rotate, Zoom, Colour Mode change, etc.			
		6.8. Link existing documents in the DMS to other data repositories (Add, tag URL).			
7.	Document deleting	7.1. Documents or pages of documents should not be deleted. It can be moved to an archive folder with an audit trail. Deletion of the document can only happen by adopting a predefined process, which would require multiple administrators to approve the deletion.			
		7.2. All authorized deletions of scanned records (including by system administrators) should be recorded in a detailed audit log.			
8.	Import/Export Data	8.1. Should be able to import and export any data source (voice, media, document and etc.)			
9.	Print, Fax & Email	9.1. Ability to import and export emails from and to DMS			
		9.2. Ability to generate automated emails			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		9.3. Documents or selected pages from documents within the system shall be printed or faxed			
		9.4. Ability to have watermarks on printed documents			
		9.5. Ability to track the origin of documents			
10	Digital Signing and Security	10.1. Scanned documents must be able to be digitally signed, using server signing keys from frontend application.			
		10.2. Signing of documents using server side signing. (Signing servers do not need to be included)			
		10.3. Documents and Database should be able to be encrypted during storage			
		10.4. Ability to include customized watermarks			
		10.5. Access rights to documents should be able to be controlled through user ID			
11	Messaging & Notifications	11.1. Internal messaging system for DMS users, incorporating a history of messages sent and received.			
		11.2. Messages shall be sent with a link for a document search. The recipient shall access these documents upon receipt of the message by opening the link.			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		11.3. Reply to or forward messages			
		11.4. The system should be capable of internally managing or integrating with 3rd party applications and messaging platforms for user notifications.			
12	Version controlling	12.1. Should provide Automatic versioning			
		12.2. Avoid confusion between different locations, different activities and different versions of the same document.			
13	Quality Controlling(Automatic/M anual)	13.1. Ensure the scanned documents completeness, clarity, usability and legibility through a QC interface.			
		13.2. Shall be able to define QC workflow.			
14	Dashboard	14.1. Dashboard information should be able to customize according to user requirements.			
		14.2. Shall use as a business intelligence tool			
		14.3. Should be an active Dashboard			
Workflow Management Specification					
15	Participants Interface	15.1. Able to specify a given activity by selecting the activity, specifying the data associated with the instance to be created, and potentially specifying who should undertake and			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		validate the activity instance. It may also involve setting deadlines.			
		15.2. Carry out the required action instance, this may involve manual or automated work using other systems, initiating sub-activity instance to get the activity instance completed and submitting the completed activity instance for validation.			
		15.3. User shall be able to check the progress of a particular activity instance.			
		15.4. Authorized users should be able to track a particular activity instance to see how it has progressed			
16	Designer Interface	16.1. Create process flows and define associated activities and sub activities.			
.		16.2. Deleting or disabling a particular process or multiple processes.			
		16.3. Defining an activity and adding it to a particular process.			
		16.4. Deleting or disabling an activity from a process.			
		16.5. Changing some or all sub activities of an activity.			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		16.6. Define time frames for each processes, activities and sub activities.			
		16.7. Define incompetency escalation process			
		16.8. Visualize activities; how a particular activity decomposes into basic actions.			
		17.1. Dashboard to monitor processes.			
17	Admin Console	17.2. Define checkpoints to resume processes in case of a process or service interruption.			
		17.3. The system should keep tamper-proof logs of all operations via all interfaces.			
		18.1. Should provide a statistical overview consisting mainly of reports generation, for example: throughput, average end-to-end delay, best case and worst case performance, loadings, various means of high-level visualization of the state of the system.			
18	Management Information	18.2. Should be able to integrate report data with other cross functional systems			
		19.1. Should have a multithreaded application model			
19	Other features	19.2. Track resource use in completing task instances			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		<p>19.3. Interact with other workflow systems and Data Management Systems.</p> <p>19.4. Operate across multiple sites and networks.</p> <p>19.5. Customizable Graphical User Interfaces (GUI)</p>			
20	Handle Multiple Workflow Instances	20.1. Multiple workflow instances, submitted by multiple users or a single user, must be managed concurrently. The execution of these instances may be coordinated (co-scheduled) to optimize the utilization of resources.			
21	Quality of Service	21.1. Various workflow instances should be able to schedule according to user specified priorities.			
		21.2. The system shall attempt to execute a workflow instance within a specified time period, and/or report any deadline that was not or cannot be met.			
		21.3. Queue management with a skill based routing			
22	User Notifications	22.1. The system must be capable of integrating with 3rd party applications and messaging platforms for user notifications.			
		22.2. Integrate with SMS gateway and generate			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		automated SMSs			
23	Fault Tolerance	23.1. The workflow system should interact with the monitoring systems to identify any hardware and software failures and take appropriate action to avoid or mitigate the fault penalty.			
Task and Activity Management Specification					
24	Task Creation	24.1. Shall create Task			
		24.2. Add document to task			
25	Task assignment	25.1. Auto Task Assignment based on rules			
		25.2. Auto Assign to specific predefined/configured workflow templates			
		25.3. Assign to specific users or user group			
26	Task Closure	26.1. Auto task closure by rules			
		26.2. After work guest review by mailing or integrating with 3rd party API			
27	Task Deletion	27.1. Should be able to delete task only with valid predefined rules of multi users authorization			
28	Sub Task	28.1. Create Sub Task			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
.	Creation	28.2. Automatically create sub task for specific category			
29	Sub Task assignment	29.1. Auto Sub Task Assignment based on rules			
.		29.2. Auto Assign to specific predefined/configured workflow templates			
		29.3. Assign Sub Task to specific users or user group			
30	Sub Task Closure	30.1. Auto Sub task closure by rules			
.		30.2. After work guest review by mailing or integrating with 3rd party API			
31	Sub Task Deletion	31.1. Should be able to delete task only with valid predefined rules of multi users authorization			
32	Task and Sub Task Distribution	32.1. Auto Distribution of task based on skill of agents			
.		32.2. Auto Distribution of task based on round robin basis			
		32.3. Auto Distribution of task based on fair resource work load distribution.			
33	Configuring KPI's	33.1. KPI's being able to be set for each category or sub category.			
.		33.2. KPI's being able to be set for a process/service offering			
34	User Notifications & Alerts	34.1. The system must be capable of integrating with 3rd party applications and messaging platforms for user notifications.			
.		34.2. Alerts when KPI are not met or nearing.			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		34.3. Notifying & alerting customers of status of Tasks using 3rd Party API.			
35	Reports	35.1. Daily/monthly Center Report			
		35.2. Daily Task Completion Report			
		35.3. Reports based on KPI.			
Common Attributes					
36	System Architecture & Design	36.1. Multi-tenant Architecture			
		36.2. Adhere to open standards, interoperability standards and Service Oriented Architecture (SOA) principles			
		36.3. Shall follow Industry recommended encryption standards			
37	Usability	37.1. Store any file format			
		37.2. Flexible & user friendly GUI design			
38	Scalability	38.1. Minimum number of system users 5000			
		38.2. Minimum concurrent login users 1000			
		38.3. Handling unlimited documents			
		38.4. Unlimited filing cabinets/folders			
		38.5. The system should easily adapt increasing Workflow and Users			
		38.6. System architecture must be capable of scaling-out of both users and documents.			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
39	Interfacing & Integrating	39.1. Interfacing & Integrating with third party applications such as other DMS products and Workflow systems.			
40	SDK & API	40.1. Software Development kit to incorporate workflow button and scanning features into other 3rd party developed applications.			
		40.2. Full set of REST API must be provided.			
		40.3. Must provide Data Encryption algorithms			
41	Security	41.1. User logins and encrypted passwords			
		41.2. System password policy & enforcement (i.e. minimum 8 alphanumeric characters, password expiration, etc.)			
		41.3. Document level/Folder level restriction			
		41.4. Document masking for removing confidential information			
		41.5. Data Rights Management			
		41.6. Digital Watermark			
		41.7. Digital Signature			
		41.8. Segregation of duties (Role based user access matrix)			
		41.9. Detailed audit trail			
		41.10. Creation of user groups			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		41.11. Creation and enforcement of policies for Users and user groups			
		41.12. Standard encryption Algorithms			
		41.13. Procedure for Installation of patches and upgrades			
		41.14. Procedure for frequent backups and restoration testing			
		41.15. Secure Remote Access & data transmission through secure tunnels			
		41.16. Other advanced security features such as biometrics			
42	Reports	42.1. Standard and customized reports			
		42.2. Reporting tool to customize any kind of report			
43	Administration	43.1. Creation of Users, User Groups, Roles permissions			
		43.2. Document level/Folder level/User level permissions			
		43.3. Active/Inactive user list			
		43.4. Database maintenance			
		43.5. Backups and restoration			
		43.6. View logs			
		43.7. Audit trails			
		43.8. Automated notifications (such as system malfunctions)			

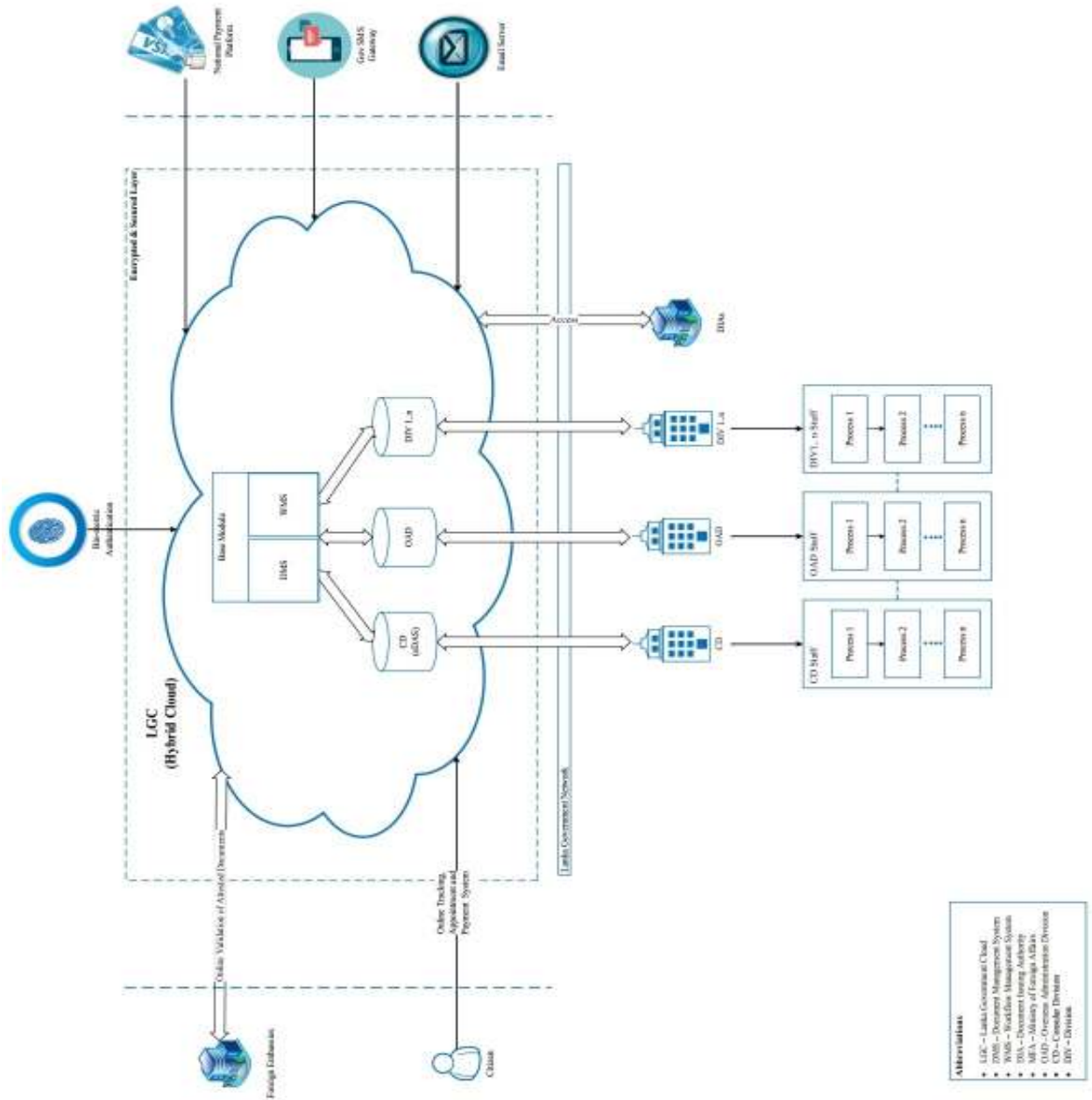
#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
44	Product personalization and localization	44.1. Ability to incorporate organization specific requirements which are only available to the organization			
45	UI & Viewing options	45.1. Quick & easy navigation			
		45.2. User friendly graphical interface			
		45.3. Multi Language support (English, Sinhala and Tamil)			
		45.4. Multiple views in single user console (fetch data from other systems/databases)			
46	Help	46.1. The system must have Online/Offline help facility. Help pages must be easily accessible to the users.			
47	User manual	47.1. Should provide a comprehensive user manuals which cater to different levels of users such as System User Manual, System Administrator Manual and Web User Manual			
		47.2. Shall provide Trilingual User manuals (Sinhala, Tamil & English)			
48	User Training	48.1. Should provide a comprehensive user trainings which cater to different levels of users			
		48.2. Should be able to stimulate the system environment and train different levels of users			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		accordingly			
		48.3. Should conduct Train the Trainer sessions for selected users			
		48.4. Training should be Trilingual (Sinhala, Tamil & English)			
49	Maintenance and Support services	49.1. 3 years onsite support			
		49.2. Helpdesk support			
		49.3. Regular system health checks			
		49.4. Product customization			
		49.5. Patches and upgrades			
		49.6. Incident Response			
		49.7. Issue Escalation			
50	Fault Tolerance	50.1. Should interact with the monitoring systems to identify any hardware and software failures and take appropriate action to avoid or mitigate the fault penalty.			
51	Robustness	51.1. A single failure should not bring the whole system down. The system should be able to recover from all software, hardware and network failures.			
52	Extensibility	52.1. Ability to easily incorporate new functionalities			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
53	User Platform	53.1. Windows / Linux / Mac/ IOS / Android / etc.			
54	Device Compatibility	54.1. PCs / Tabs / Mobiles and other portable devices			
55	Database(s)	55.1. License free databases preferred (NoSQL)			
56	Cloud support	56.1. Should run on cloud platforms			
57	Web browser compatibility	57.1. Firefox, Chrome, Edge, Opera etc. browsers should be compatible. Preferred without installing additional plug-ins.			
58	Document Scanner Interface	58.1. Compatible with ISIS and Twain interfaces			
59	Documentation Audit	59.1. Authorized users should have continuous audit facility for the authenticated documents			
60	e-Form Builder	60.1. Easy Form Builder to customize and design			
		60.2. Provide Form Templates, Survey Templates, Invitation Templates, Registration Templates and etc.			
		60.3. Able to link to web sites			
		60.4. Real-time reporting facility			
		60.5. Dashboard/ Form Analytics Tool			

#	Feature	Description	Compliance		Reference Document and the page number
			If complied, Provide details of the Compliance	If not complied provide details	
		60.6. Integrate with Email, SMS and Payment Gateway			
		60.7. Encrypt submission data and smart CAPTCHA			
		60.8. Privacy Controls (view, edit)			
		60.9. Two-way integration of multiple databases (Able to pull data from various databases and automatically populate the information onto forms)			
		60.10. Pull data onto forms and update multiple systems and databases when forms are complete			
		60.11. Support simultaneous submission of large data and seamlessly add to appropriate databases for immediate use			

High Level Architecture of Document and Workflow Management System for Ministry of Foreign Affairs



Section VI. Conditions of Contract

Conditions of Contract

- 1. Definitions**
- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (d) “Day” means calendar day.
 - (e) “Completion” means the fulfilment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (f) “CC” means the Conditions of Contract.
 - (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
 - (h) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the Contract Data.
 - (i) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
 - (j) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the

Supplier.

(k) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

(l) “The Project Site,” where applicable, means the place named in the Contract Data.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

3.1 The Government of Sri Lanka requires the Purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

(i) *“corrupt practice” means offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;*

(ii) *“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;*

(iii) *“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and*

(iv) *“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.*

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.3 Amendment

No amendment or other variation of the Contract shall be valid

unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.4 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium or Association

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

7. Eligibility

7.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards, such as British Standards.

8. Notices

8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **Contract Data**. The term “in writing” means communicated in written form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

9. Governing Law

9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

10. Settlement of Disputes

10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of

its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No:11 of 1995.

- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - (b) the Purchaser shall pay the Supplier any monies due the Supplier.

- 11. Scope of Supply** 11.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- 12. Delivery and Documents** 12.1 Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the **Contract Data**.
- 13. Supplier's Responsibilities** 13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.
- 14. Contract Price** 14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.
- 15. Terms of Payment** 15.1 The Contract Price, shall be paid as specified in the **Contract Data**.
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfilment of all other obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 16. Taxes and Duties** 16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

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- 17. Performance Security**
- 17.1 If required as specified in the **Contract Data**, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 As specified in the **Contract Data**, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the **Contract Data**, or in another format acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
- 18. Copyright**
- 18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
- 19. Confidential Information**
- 19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.
- 19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 19.3 The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 19.4 The provisions of CC Clause 19 shall survive completion or

termination, for whatever reason, of the Contract.

- 20. Subcontracting**
- 20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 20.2 Subcontracts shall comply with the provisions of CC Clauses 3 and 7.
- 21. Specifications and Standards**
- 21.1 Technical Specifications and Drawings
- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.
- 22. Packing and Documents**
- 22.1 The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 23. Insurance**
- 23.1 Unless otherwise specified in the **Contract Data**, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.
- 24. Transportation**
- 24.1 Unless otherwise specified in the **Contract Data**, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.
- 25. Inspections and Tests**
- 25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **Contract Data**.

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- 25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the **Contract Data**. Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 25.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
- 25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

26. Liquidated Damages

- 26.1 Except as provided under CC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the

Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **Contract Data** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **Contract Data**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.

27. Warranty

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 27.3 Unless otherwise specified in the **Contract Data**, the warranty shall remain valid for thirty six (36) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **Contract Data**.
- 27.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 27.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **Contract Data**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **Contract Data**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

28. Patent Indemnity

- 28.1 The Supplier shall, subject to the Purchaser's compliance with CC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

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- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
 - (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 28.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

29. Limitation of Liability

- 29.1 Except in cases of criminal negligence or wilful misconduct,
 - (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and
 - (b) the aggregate liability of the Supplier to the Purchaser,

whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

30. Change in Laws and Regulations

30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Clause 14.

31. Force Majeure

31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

31.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. Change Orders and Contract Amendments

32.1 The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and

(d) the Related Services to be provided by the Supplier.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

33. Extensions of Time

33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause 33.1.

34. Termination

34.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

(i) *if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33;*

(ii) *if the Supplier fails to perform any other obligation under the Contract; or*

(iii) *if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract.*

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- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

34.2 Termination for Insolvency.

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

34.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - (i) *to have any portion completed and delivered at the Contract terms and prices; and/or*
 - (ii) *to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.*

35. Assignment

- a. Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

Section VII. Contract Data

Contract Data

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

CC 1.1(h)	The Purchaser is: Information and Communication Technology Agency of Sri Lanka
CC 1.1 (l)	The Project Site(s)/Final Destination(s) are: The Ministry of Foreign Affairs, Colombo 01, Sri Lanka.
CC 8.1	<p>For notices, the Purchaser's address shall be:</p> <p>Attention: Mr. Gamini Karunaratne, Director-Procurement & Head –Administration Address: Information and Communication Technology Agency of Sri Lanka, 160/24, Kirimandala Mawatha, Colombo 05.</p> <p>Telephone: 2369099,2369100</p> <p>Facsimile number: 2369091</p> <p>Electronic mail address: procurement@icta.lk</p>
C 15.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the product and services have been delivered and that all other contracted Services have been performed.</p> <ol style="list-style-type: none"> a. Upon successful UAT on base module: to a maximum of Thirty (30) percent of the base module Price of the contract, shall be paid on deployment of the base module and upon submission and acceptance of UAT report as specified in the Schedule of Requirements. b. Upon successful OAT on base module: to a maximum of Seventy (70) percent of the base module Price of the contract, shall be paid on deployment of the base module and upon submission and acceptance of OAT report as specified in the Schedule of Requirements. c. Upon successful UAT on System requirement study, Design, create, customize and upload workflows, Design, create, customize DMS repositories and user training (Paid on actual deployments) per division: to a maximum of Eighty (80) percent of the contract price of the Time and Material costs, per division, shall be paid upon submission and acceptance of UAT report <u>per division basis</u> and as specified in the Schedule of Requirements. d. Upon successful OAT on System requirement study, Design, create, customize and upload workflows, Design, create, customize DMS repositories and user training (Paid on actual deployments) per division: to a maximum of Twenty (20) percent of the contract price of the Time and Material costs, per division, shall be paid upon submission and

	<p>acceptance of OAT report <u>per division basis</u> and as specified in the Schedule of Requirements.</p> <p>e. Upon actual issuance of additional user licenses: to Hundred (100%) percent of the additional user licenses shall be paid, per user license and <u>division basis</u>. Subject to inspection and acceptance.</p> <p>f. System Maintenance and Support for three years – 100% of the annual System Maintenance and Support fee at the beginning each year upon submission of the Advance Payment Bank Guarantee for the same amount.</p>
CC 17.1	<p>A Performance Security shall be an amount equal to ten (10) percentage of the contract price. The performance security of the joint venture shall be in the names of the joint venture partners. Performance Security shall be submitted within 7 days of the date of the notification of award from the purchaser and it shall be valid up to 20 days after the date of completion of supplier’s contract performance obligations including maintenance and providing support obligations.</p> <p>During the comprehensive warranty period for the item, the performance security shall be reduced to two (2) percentage of the contract price. The performance security will be released only upon satisfactory completion of the 36 months after final acceptance of product and solution.</p>
CC 17.3	Format of the Performance Security is given in the Section VIII
CC 25.1	All items and specifications provided in the Section V of the bidding document.
CC 26.1	The liquidated damage shall be 5% of the contract price per week or part of week thereof. The maximum amount of liquidated damages shall be ten percent (10 %) of the total contract price.
CC 27.3	<p>Onsite comprehensive maintenance period shall be: 03 years</p> <p>The Supplier shall, in addition, comply with the performance guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either make such changes, modifications, and/or additions to the solution or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out verification in accordance with CC 3, In the event of any correction of bugs or remediation of vulnerabilities during the warranty period.</p> <p>The charges with regard to the labour, travel, per diem and accommodation to supplier’s staff etc; shall be borne by the supplier during the period of maintenance and support.</p>
CC 27.5	<p>Supplier shall not pay any additional expenditure for services rendered during the maintenance period.</p> <p>Supplier shall sign the Service Level Agreement for System Maintenance and Support for 03 years – refer Section VIII-Contract Forms.</p>
CC 27.6	Not applicable

Section VIII. Contract Forms

Table of Forms

1. Contract Agreement
2. Performance Security
3. Advance Payment Security
4. Service Level Agreement for System Maintenance and Support

Contract Agreement

THIS CONTRACT AGREEMENT is made

the [*insert: number*] day of [*insert: month*], [*insert: year*].

BETWEEN

- (1) [*insert complete name of Purchaser*], a [*insert description of type of legal entity, for example, an agency of the Ministry of or corporation*] and having its principal place of business at [*insert address of Purchaser*] (hereinafter called “the Purchaser”), and
- (2) [*insert name of Supplier*], a corporation incorporated under the laws of [*insert: country of Supplier*] and having its principal place of business at [*insert: address of Supplier*] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain products and ancillary services, viz., [*insert brief description of products and Services*] and has accepted a Bid by the Supplier for the supply of those products and Services in the sum of [*insert Contract Price in words and figures, expressed in the Contract currency(ies)*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Functional Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [*Add here any other document(s)*]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Products and

Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Products and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *Democratic Socialist Republic of Sri Lanka* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

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

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Performance Security

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

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

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

* **Beneficiary:**----- *[Name and Address of Employer]* -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

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

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

At the request of the Supplier, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount in figures]* (-----) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. *[insert date, 28 days beyond the scheduled completion date including the warranty period]* and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Advance Payment Security Form (Bank Guarantee)

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[Name and Address of Employer]*

Date: *[date]*

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

We have been informed that on *[date of award]* you awarded Contract No. *[Contract number]* for *[title and/or brief description of the Contract]* (hereinafter called "the Contract") to *[complete name of Contractor]* (hereinafter called "the Contractor"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[amount in numbers and words, for each currency of the advance payment]* is to be made to the Contractor against an advance payment guarantee.

At the request of the Contractor, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total the amount of the advance payment referred to above, upon receipt by us of your first demand in writing declaring that the Contractor is in breach of its obligations under the Contract because the Contractor used the advance payment for purposes other than toward the proper execution of the Contract.

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

For each payment after the advance payment, which you will make to the Contractor under this Contract, the maximum amount of this guarantee shall be reduced by the ninth part of such payment.⁴ At the time at which the amount guaranteed becomes nil, this guarantee shall become null and void, whether the original is returned to us or not.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Signature(s)]

⁴ *This sample formulation assumes an Advance Payment of 10% of the Contract Price excluding Recurrent Costs, and implementation of the main option proposed by this MBD in the PC for GC Clause 13.2(b) for gradually reducing the value of the Advance Payment Security. If the Advance Payment is other than 10%, or if the reduction in amount of the security follows a different approach, this paragraph would need to be adjusted and edited accordingly.*

SERVICE LEVEL AGREEMENT
For
SYSTEM MAINTENANCE AND SUPPORT

Introduction

The aim of this agreement is to provide a basis for close co-operation between the Purchaser and the Supplier for support and maintenance services provided by the supplier, and thereby ensure a timely and efficient support service.

This agreement is contingent upon each party knowing and fulfilling their responsibilities and generating an environment conducive to the achievement and maintenance of targeted service levels.

Objectives of Service Level Agreements

1. To create an environment conducive to a co-operative relationship between Purchaser, Supplier and Purchaser's representatives (government organizations) to ensure the effective support of all end users.
2. To document the responsibilities of all parties taking part in the Agreement.
3. To define the commencement of the agreement, its initial term and the provision for reviews.
4. To define in detail the service to be delivered by each party and the level of service expected, thereby reducing the risk of misunderstandings.
5. To institute a formal system of objective service level monitoring ensuring that reviews of the agreement is based on factual data.
6. To provide a common understanding of service requirements/capabilities and of the principles involved in the measurement of service levels.
7. To provide for all parties to the Service Level Agreement a single, easily referenced document which caters for all objectives as listed above.

Service Level Monitoring

The success of Service Level Agreements (SLA) depends fundamentally on the ability to measure performance comprehensively and accurately so that credible and reliable information can be provided to customers and support areas on the service provided.

Service factors must be meaningful, measurable and monitored constantly. Actual levels of service are to be compared with agreed target levels on a regular basis by both Purchaser and Supplier. In the event of a discrepancy between actual and targeted service levels both Purchaser and Supplier are expected to identify and resolve the reason(s) for any discrepancies in close co-operation.

Service level monitoring will be performed by Purchaser. Reports will be produced as and when required and forwarded to the Supplier.

Support Level

The Supplier must provide support and maintenance services as mentioned below;

Component:	Document and Workflow Management System
Support Hours:	24 hours per day / 7 days per week

On-Call Services Requirements

Supplier MUST make at least ONE qualified personnel available to the Purchaser by telephone and email for the reporting and resolution of non-conformities or other issues, defects or problems. Dedicated telephone numbers and emails should be available for reporting issues. Purchaser will nominate the personnel who are authorized to report non-conformities or other problems with the system from the departments. Reporting of non-conformities includes requests by the Supplier to apply critical software updates or patches.

Table-1 shows the response priority assigned to faults according to the perceived importance of the reported situation and the required initial telephone response times for the individual priority ratings. All times indicated represent telephone response time during specified Support Levels. The indicated telephone response time represents the maximum delay between a fault/request being reported and a Supplier's representative contacting the Purchaser by telephone. The purpose of this telephone contact is to notify the Purchaser of the receipt of the fault/request and provide the Purchaser with details of the proposed action to be taken in respect of the particular fault/request.

	Business Critical	Non-Business Critical
Fatal	60 minutes within Support Hours	120 minutes within Support Hours
Impaired	120 minutes within Support Hours	180 minutes within Support Hours

Table-1: Response Priority

Note:

Fatal	- Total system inoperability
Impaired	- Partial system inoperability
Business Critical	- Unable to perform core business functions
Non-Business Critical	- Able to perform limited core business functions

Supplier notification can occur outside Support Level time, and thus the response may occur after the next Support Level begins. Furthermore, "Time to Arrive On-Site (Table-3)" starts from Support Level starting time and "Time to Resolve the Problem" is Support Level time starting from the actual time of arrival on site.

Problem Resolution and Penalties

If problems have not been corrected within two (2) hours of the initial contact, the Supplier shall send qualified maintenance personnel to the respective Purchaser’s site to take necessary actions to correct the issue reported (defect, problem or non-conformity).

If faults are not corrected within the time limits specified in the Table-2, the Purchaser shall be entitled to a penalty payment for each hour that the supplier fails to resolve the fault.

Maximum ceiling of penalty for a given month is 10% of the price of system maintenance and support.

The time to arrive on-site is specified in the Table-3.

Table-2: Resolution Time and Penalties

Support Level	Business Critical	Business Critical	Non-Business Critical	Non-Business Critical
	Fatal	Impaired	Fatal	Impaired
Medium	2 Hour LKR 5,000.00 per hour	4 Hours LKR 3,000.00 per hour	8 Hours LKR 3,000.00 per hour	12 Hours LKR 2,000.00 per hour

Table-3: Time to arrive on-site

Support Level	Business Critical	Business Critical	Non-Business Critical	Non-Business Critical
	Fatal	Impaired	Fatal	Impaired
Medium	1 Hour	2 Hours	4 Hours	6 Hours

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

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

in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*