



Information and Communication Technology Agency of Sri Lanka

Invitation for Bids (IFB)

Implementation of Cross Government Digital Document Management & Internal Workflow System For 20 Government Institutions (Phase I)

ICTA/GOSL/IS/NCB/2016/85

1. The Chairman, Ministry Procurement Committee (MPC), 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 Cross Government Digital Document Management & Internal Workflow System for 20 Government Institutions (Phase I).

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

2. Bidding will be conducted using the National Competitive Bidding (NCB) procedure that shall be governed by the procurement guidelines of the Government of Sri Lanka and is open to all eligible bidders that meet the eligibility and qualification requirements given in the bidding documents.
3. Interested bidders may obtain further information from Mr. Gamini Karunaratne, Director Procurement, ICTA, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 and inspect the bidding documents free of charge during office hours on working days commencing from **August 02, 2017** 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 (<https://www.icta.lk/procurement/>) only for inspection purposes.
4. 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 Twenty Thousand (20,000.00) effective from **August 02, 2017** 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.
5. A Pre-bid meeting which potential bidders may attend will be held at **1400 hrs (2.00 P.M) August 17, 2017** at the office of ICTA at the above address. The bidders are advised to attend this meeting.

6. Bids must be delivered to Director/Procurement, 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 September 20, 2017**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
7. 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 One Million (LKR 1,000,000.00).
8. Bids shall be valid for a period of 90 days from the date of deadline for submission of the bids.
9. 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 6).
10. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

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

August 02, 2017