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இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

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ஊழியர் சேம நிதியத் திணைக்களம்  
EMPLOYEES' PROVIDENT FUND DEPARTMENT

අංක 30, ජනාධිපති මාවත, කොළඹ 01, ශ්‍රී ලංකාව  
இல. 30, சனாதிபதி மாவத்தை, கொழும்பு - 01, இலங்கை  
No. 30, Janadhipathi Mawatha, Colombo 01, Sri Lanka

Ref: 04/10/005/0049/001

## DOCUMENT A

### INVITATION FOR TENDER

29.02.2024

Dear Sir/Madam,

#### TENDER FOR THE HARDWARE UPGRADE AND MAINTENANCE OF "IBM FILENET & DATACAP" DOCUMENT MANAGEMENT SYSTEM OF EPF DEPARTMENT OF THE CENTRAL BANK OF SRI LANKA

The Employees' Provident Fund Department (EPFD), of Central Bank of Sri Lanka (CBSL) hereby invites sealed bids from eligible and qualified bidders for supply, delivery, installation, commissioning & maintenance of hardware & system software specified in Annex-II: Schedule of Requirement, for the production and disaster recovery sites of the "IBM FileNet & Data Cap" Document Management System.

#### 1. Eligibility & Experience:

Criteria applicable for the eligibility and required level of experience are described in the Annex I.

#### 2. Technical Specifications:

Schedule of Requirements are in Annex II.

#### 3. Price Schedule:

The tenderers shall quote prices as per the Annex III – Price Schedule. The price quoted inclusive of all local taxes should be in Sri Lanka Rupee (Rs.) and valid for a period of 120 days after Bid opening. The price shall remain unchanged during the validity period of the tender.

#### 4. Bid Guarantee:

The tenderer should furnish a Bid Guarantee amounting to a sum of Rs. 750,000.00 valid until 20.08.2024 by way of a Bank Guarantee substantially in the form of Annex V or a Bank Draft in favor of the Superintendent of the Employees' Provident Fund, on behalf of the Central Bank of Sri Lanka, Employees' Provident Fund Department, Central Bank of Sri Lanka, No.30, Janadhipathi Mawatha, Colombo-01, obtained from a Licensed Commercial Bank operating in Sri Lanka. The Bid Guarantee should be available at the time of the Bid opening.

**5. Performance Guarantee:**

Within 14 calendar days from the date of letter of award of the contract by the EPFD, the successful tenderer shall furnish a Performance Guarantee substantially in the form of Annex VI in a sum equivalent to 10% of the total Contract Price for the due performance of the contract which should be valid for 150 days from the date of acceptance of the Letter of Award. Such Performance Guarantee shall be in the form of a Bank Guarantee issued in favor of the Superintendent of the Employees' Provident Fund, on behalf of the Central Bank of Sri Lanka obtained from a Licensed Commercial Bank operating in Sri Lanka and forwarded to the Superintendent of the Employees' Provident Fund Department, Central Bank of Sri Lanka, No.30, Janadhipathi Mawatha, Colombo-01.

A successful tenderer who fails to furnish the required Performance Guarantee as specified above shall be deemed to be disinterested in accepting the award, and the Bid Guarantee shall be forfeited.

**6. Delivery Period and Liquidated Damages:**

The successful tenderer shall supply required items within 120 calendar days from the date of the letter of award. Failure to deliver the required items within this period would render the supplier liable to pay liquidated damages at the rate of Rs. 75,000.00 per each calendar day of delay and such amounts will be deducted from the payment due to the supplier.

**7. Implementation Timeline**

System software configuration shall be completed within 14 calendar days from the date of goods received notice.

**8. Maintenance Services:**

The successful tenderer shall provide maintenance/configuration services of the licenses/subscriptions at no additional cost to the EPFD/CBSL during the contract period. Requirements are described in the section 2 of the **Annex II – Schedule of Requirements**.

**9. Foreign Exchange:**

- i. The bidder shall bear direct foreign currency exchange rate risk up to a maximum variation of  $\pm 3\%$  on the selling Telegraphic Transfers (TT) exchange rate between LKR and USD published by CBSL on the date of bid closure and that of actual date of invoice (invoice date) of respective materials by the bidder.
- ii. If the exchange rate varies beyond  $\pm 3\%$  during the period from bid closing date to actual invoice date of foreign material by the bidder, the price of imported materials shall be adjusted based on the selling TT exchange rate between LKR and USD published by CBSL on the date of bid closure and that of actual date of invoice (invoice date) of respective materials by the bidder, however up to 3% of exchange rate variation shall be borne by the bidder.

**10. After Sales service requirements:**

The bidder should provide support and maintenance services with on-site support, both at main site and DR site (Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01, and DR site within 10 km of main site) whenever requested by the CBSL.

### 11. Payment Method:

Payment Schedule is given in the Annex IV.

### 12. Document Requirements:

Following information shall be furnished along with the bid:

- i. Duly completed Form of Bid (Document B)
- ii. Eligibility Report (Annex I)
- iii. Compliance to Technical Specifications (Annex II)
- iv. Price schedule (Annex III)
- v. Bid Guarantee (Similar to Annex V)
- vi. Manufacturer Authorization Letter(s)

### 13. Selection Method:

- i. The evaluation will be based on the least cost method subject to substantial compliance with Tender conditions.
- ii. The Procurement Committee (PC) of EPF Department reserves itself the right to accept any or reject any or all tender(s) or any part of the tender received and is not bound to accept any tender/bid/offer merely on the basis that such is the lowest quotation. The decision of the PC shall be final regarding the award of the contract.

### 14. Submission of Bids and Bid Opening:

Duly perfected tender documents addressed to the Superintendent of the Employees' Provident Fund Department, Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01 should be;

- i. Sent through registered post or deposited in the tender box located in the mail room at Level 4 of the same building, with the subject *HARDWARE UPGRADE AND MAINTENANCE OF "IBM FILENET & DATACAP" DOCUMENT MANAGEMENT SYSTEM OF EPF DEPARTMENT OF THE CENTRAL BANK OF SRI LANKA* **not later than 1430 hrs on 21.03.2024.**
- ii. Bids will be opened immediately after closing the tenders on 21.03.2024. The bid opening shall take place at: Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo – 01. and tenderers or their authorized representatives may inform the EPF Department through an email on or before 20.03.2024 to [tenders.epf@cbsl.lk](mailto:tenders.epf@cbsl.lk) if wish to attend for the Bid Opening

### 15. Contact Details:

For any further clarifications you may contact the following officer/s.

- i. Assistant Superintendent/EPF – for Procurement Matters – 0112477969
- ii. Senior Assistant Director/IT – for Technical Matters – 0112398841

**Sgd. Superintendent**  
**Employees' Provident Fund Department**  
**Central Bank of Sri Lanka**