



ශ්‍රී ලංකා මහ බැංකුව  
இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

ලේකම් දෙපාර්තමේන්තුව  
செயலகத் திணைக்களம்  
SECRETARIAT DEPARTMENT

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

## DOCUMENT A

### INVITATION FOR TENDER

Ref: No. 09/04/121/2021/001

01 May 2022

Director/Manager

.....  
.....

Dear Sir/Madam,

### TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY (WPHNFIS) IMPLEMENTED BY REGIONAL DEVELOPMENT DEPARTMENT OF CENTRAL BANK OF SRI LANKA

Sealed quotations are invited for the designing and developing a web portal to host the National Financial Inclusion Strategy implemented by the Regional Development Department (RDD) of Central Bank of Sri Lanka (CBSL) as follows.

#### 1. Eligibility Criteria:

- 1.1. Tenderers should be a company registered and operated in Sri Lanka.
- 1.2. Tenderers should have successfully implemented similar software at least in two similar web sites developed in Sri Lanka and should have been engaged in maintaining similar software in Sri Lanka during the last three (3) years ended 31 December 2021 (Experience report Annex I – a of the Annex I).
- 1.3. Tenderers have a project team including leaders, developers and other technical experts who possess relevant academic and technical qualifications and experience. (Annex I – b of the Annex I).

#### 2. Technical Specifications:

Required software specifications are given 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 until 21.08.2022. 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. 25,000/- valid until 20/09/2022 by way of a Bank Guarantee substantially in the form of Annex IV or a Bank Draft in

favor of the Monetary Board of the Central Bank of Sri Lanka, obtained from a Licensed Commercial Bank operating in Sri Lanka. The Bid Guarantee shall be available at the time of the tender opening.

**5. Performance Guarantee:**

Within 14 days from the date of letter of award of the contract by the CBSL, the successful tenderer shall furnish a Performance Guarantee substantially in the form of 'Annex V' in a sum equivalent to 10% of the total Contract Price for the due performance of the contract which should be valid for 210 days from the date of letter of award. Such Performance Guarantee shall be in the form of a Bank Guarantee issued in favor of the Monetary Board of the Central Bank of Sri Lanka obtained from a Licensed Commercial Bank operating in Sri Lanka and forwarded to the Secretary of the CBSL.

A successful tenderer who fails to enter into a contract or 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. Pre-bid Meeting:**

A pre-bid meeting will be held online via Microsoft Teams (MS Teams) on 13/05/2022 at 10.30 am. The meeting link will be shared to all the bidders prior to the meeting.

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

The successful tenderer shall complete the web portal within six (6) months from the date of the letter of award.

7.1 Installation, configuration and commissioning of the application developed to perform the activities related to WPHNFIS at the RDD of CBSL.

7.2 Expected functionality as per Annex II and successful completion of User Acceptance Testing (UAT).

7.3 One-month period of hand- holding support after UAT.

7.4 Provide technical and operational training for the application users.

7.5 Submit technical and operational manuals of the application in English language to CBSL

Failure to deliver the required items within this period would render the supplier liable to pay liquidated damages at the rate of **Rs. 1500.00** per each day of delay and such amounts will be deducted from the payment due to the supplier.

**8. Maintenance Services:**

The proposed software solution shall be covered by a minimum of one (1) year comprehensive warranty period from the date of implementing it for live operations and any issues/problems identified during the warranty period should be rectified by the bidder at no additional cost to the CBSL during the warranty period.

**9. After Sales service requirements:**

The Bidders should have 24x7 call center support. The bidder should provide support and maintenance services for the tendered items 24x7 basis with on-site (Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01) support whenever requested by the CBSL.

#### **10. Payment Method:**

All payments will be subjected to existing taxes as applicable in terms of the Inland Revenue Acts No.24 of 2017 and any subsequent amendments and notices issued by the Department of Inland Revenue, Sri Lanka. The conditions of the payments are as follows.

- i. An advance payment not exceeding 20% of the Contract value may be released upon the submission of an Advance Payment Guarantee issued by a Licensed Commercial Bank operating in Sri Lanka.
- ii. An amount equivalent to 70% of the cost will be paid after 14 days from the date of completion of the project on recommendation of the Director, Information Technology Department, CBSL and the balance 10% will be paid after 90 days of the commissioning subject to the satisfactory performance of tendered services.
- iii. The successful tenderer shall submit a copy of VAT Registration Certificate (if any).

#### **11. Document Requirements:**

Following information shall be furnished along with the bid:

- i. Duly completed Form of Tender (Document B)
- ii. Experience Report (Annex I-a) and competency of the project team (Annex 1-b)
- iii. Technical Specifications (Annex II-a)
- iv. Price schedule (Annex III)
- v. Duly completed Bid Guarantee (Similar to Annex IV)
- vi. Company Profile (Annex VI)
- vii. Audited financial statements for last three (03) years
- viii. The detail description of the project implementation approach including project plan, design and development methodologies applied, quality assurance, deliverable, testing, user training and troubleshooting

#### **12. Selection Method:**

- i. The evaluation will be based on the cost and quality method subject to substantial compliance with Tender conditions.
- ii. The CBSL reserves to itself the right to accept any or reject any or all tender(s) of the tender received and is not bound to accept the lowest quotation. The decision of the CBSL shall be final with regard to the award of the contract.

#### **13. Submission of Bids and Tender Opening:**

Duly perfected tender documents addressed to **'The Secretary, Secretariat Department, Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01'** should be sent via email to **procsec@cbsl.lk** in the form of password-protected PDF, with the subject **Name of the Tender** (Please refer Annex VII for the guide on submitting documents via email) not later than 1430 hrs on 23.05.2022.

Tenders will be opened immediately after closing the tenders on **23.05.2022** virtually via MS Teams.

**14. Contact Details:**

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

- i. Senior Assistant Director/IT (Technical Matters) – 0112477490
- ii. Assistant Secretary / Secretariat (Procurement Matters) – 0112477549

Yours faithfully

**Sgd./ (Mrs.) K N N M Bandara**  
**Secretary**

**DOCUMENT B**

**FORM OF TENDER**

To: Secretary  
Central Bank of Sri Lanka  
Tower 5, Level 11, Head Office Building  
No.30, Janadhipathi Mawatha  
Colombo 01.

**TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

Having examined the Invitation to Tender and all other requirements indicated in the tender documents, I/We.....of  
.....  
hereby offer to undertake the supply, delivery, installation, commissioning and maintenance of web portal to host the National Financial Inclusion Strategy implemented by Regional Development Department of the Central Bank of Sri Lanka in accordance with the conditions and specifications indicated in the tender documents, at the rates quoted in the Price schedule (Annex III) within a period of 06 months from the date of letter of award for the total sum of Rupees  
.....  
..... (Rs. ....).

If my/our Tender is accepted I/we agree to furnish a Performance Guarantee in accordance with the tender documents in a sum equivalent to 10% of the total Contract Price for the due performance of the contract. Such Performance Guarantee shall be in the form of a Bank Guarantee or a Bank Draft in favor of Monetary Board of the Central Bank of Sri Lanka obtained from a licensed commercial bank operating in Sri Lanka. The Performance Guarantee shall be valid for 210 days from the date of letter of award by the CBSL. I/We understand that my/our Tender together with your written acceptance thereof shall form a binding contract between us.

Dated this ..... of ..... Two Thousand and Twenty-Two.

Duly authorized to sign the bid for and on behalf of .....  
.....  
(Company name and address).

Name: .....  
Designation: .....  
Signature: ..... Official Seal: .....

**ANNEX I (a) - ELIGIBILITY REPORT  
TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

- The tenderer must have two (02) developed similar software in Sri Lanka during the last three (3) years ended on 31.12.2021.

**Name of the Company:**

Tendered Brand			
<b>Experience - Project 1</b>			
Name of the Client Company			
Nature of the web application			
Used Content Management System			
Date of Supply			
Model offered to them by your company			
URL of the web application			
Total Price			
Company Contact Person	Name	Designation	Telephone No.
<b>Experience - Project 2</b>			
Name of the Client Company			
Nature of the web application			
Used Content Management System			
Date of Supply			
Model offered to them by your company			
URL of the web application			
Total Price			
Company Contact Person	Name	Designation	Telephone No.

## ANNEX I (b) - QUALIFICATIONS

Criteria	Bidder's Response
Number of team members expect to assign	
Member 1 : Highest qualification and experience (years) in similar projects	
Member 2 : Highest qualification and experience (years) in similar projects	
Member 3 : Highest qualification and experience (years) in similar projects	

### Team information

Experience - Member 1 - Project Manager			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	
Experience - Member 2 - Team Leader			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	
Experience - Member 3 - Software Engineer/Developer 1			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	

<b>Experience - Member 4 - Software Engineer/Developer 2</b>			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	
<b>Experience - Member 5 - Software Engineer/Developer 3</b>			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	
<b>Experience - Member 6 - QA Personnel</b>			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	
<b>Experience - Member 7</b>			
Name			
Education Qualifications			
Professional Qualifications			
Project Experience			
Project Role		Designation	

**Note:**

- The bidder is required to attach the necessary documentary proof for the above qualifications/ experience.
- Please expand the form if more than three member details are required.



### **ANNEX I (c) - FINANCIAL SOUNDNESS**

The Bidder must demonstrate that they have a sound financial status to perform the contract throughout and complete the project successfully.

**Please annex the audited financial statements for last three (3) years.**

**TECHNICAL SPECIFICATIONS****TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA****1. Key Technical Requirements of the web site**

The website shall meet the following key technical requirements in addition to its expected functionality.

- 1.1. **Content Management** - Easily updated with a Content Management System using a web-based interface that will permit CBSL staff to update web site content easily and quickly on specific pages. (Joomla, WordPress, or any other widely used standard platform)
- 1.2. **Language Capability** - The system should support the presentation of content and all menus, entry forms, links, displays, documents, search boxes, and other parts in Sinhala, Tamil, and English languages and general public shall be able to change the language of the website.
- 1.3. **Visually appealing** - The site must have an attractive mix of text, photos, and graphics.
- 1.4. **Common Theme and Consistent Design** - Each section of the site should have a common look/theme. All font types and basic layout used throughout the site must be consistent for approximately 100 pages long (static pages including Q&A page)
- 1.5. **Browser Compatibility** - Site must be compatible with Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, (latest versions of each).
- 1.6. **Mobile Compatibility** - Provide mobile device compatibility for iPhones, iPads, Android phones, Android TABs and other handheld devices. The web site shall be responsive/adaptive for the different screen sizes of the mobile devices.
- 1.7. **Site Search Utility** - Allow for extensive search capabilities using key words or phrasing that will identify content from throughout the site. The results should be able to sort by date, relevance, chronological order, alphabetical order or subject wise and general public shall be able to search the content of the website and shall be able to view and download content/reports from the web site.
- 1.8. **Low Bandwidth Accessibility** - The technical footprint should be light enough that users can view pages and documents without excessively long downloads.
- 1.9. **SEO** - Design to maximize search engine optimization.
- 1.10. **Google Analytics** integration to monitor website performance, including but not limited user behaviour analysis, geographical analysis...etc.
- 1.11. **Accessibility** - Site must be built in accordance to the Web Content Accessibility Guidelines (WCAG) 2.0, provided by the W3C and should also be easily accessible to the novice as well as the experienced Internet user.

- 1.12. **Allow for interactivity** - Include feedback/contact/query forms e-mail response, and surveys.
- 1.13. **URL redirection** - The existing links and pages of the current website need to be redirected to new web pages and links to ensure continuity of old links and prevent broken links
- 1.14. **HTTPS and Security certificate** - Bidder will obtain and perform renewals of SSL security certificate for the domain and all content and links should use secure connections (SSL)
- 1.15. **Backup service/ Version maintenance** - Full backups of the website and the databases should be obtained on weekly basis to fully restore the website as and when needed. Versions of the website should be maintained to roll back if needed.
- 1.16. **Offsite backup** – The bidder shall maintain two offsite backups and provide to CBSL.
  - 1.16.1. Initial backup or Full backup after a major change of the application.
  - 1.16.2. Full backup – a month old (4 weeks ago backup)
- 1.17. **Disaster Recovery Plan** - A disaster recovery plan must be presented in the proposal
- 1.18. **Hosting** – The bidder shall provide web site hosting facility to the CBSL and host the web application in the secured hosting environment.
- 1.19. **Space Management** – The bidder shall ensure availability of adequate storage/capacity in the hosting environment.
- 1.20. **Web Application Security** - The web site shall be developed and hosted in a way that prevent OWASP top 10 web application security risks.
- 1.21. **WAF integration**– The Web application firewall shall be placed in front of the web application to filter adversary requests and the WAF shall be configured and tuned to mitigate OWASP top 10 web application security risks.
- 1.22. **OS and patch updates** – The bidder shall perform all the OS and patch updates of the operating system and the backend applications in use. The web application shall not operate on top of the outdated backend applications/OS.
- 1.23. **Secure Design and hosting** – Web application security best practices shall be followed during the design and the hosting of the web site.
- 1.24. **Security Plan** - A plan to mitigate cyber security threats must be presented in the proposal.
- 1.25. **Copyrights (ownership of code base and contents)** - CBS has the exclusive rights to the contents and the source code. If for any reason maintenance contract is terminated, the service provider needs to hand over the source code to the CBS with all technical documentation
- 1.26. **Maintenance of the website** – The bidder shall perform maintenance activities of the web application including but not limited to troubleshooting, patch/version updates of OS and backend applications
- 1.27. **Duration for the completion** – The bidder shall complete the development of the web application within 90 days from the date of awarding.
- 1.28. **Duration of the agreement** - five-year agreement with CBSL for maintenance of the web portal developed. Terms of maintenance should be clearly specified in this proposal and extended based on mutual agreement.

## **2. Training for the CBSL staff**

- 2.1. The bidder shall provide sufficient training to CBSL staff, including RDD/ITD on editing information in the web portal through a CMS.
- 2.2. The bidder shall provide content update assistance
- 2.3. The bidder shall provide an as built document of the website to CBSL when the website is ready to launch
- 2.4. The bidder shall provide a detailed user manual on editing the website through the used content management system

## **3. Warranty**

- 3.1. Bidder shall provide maintenance service including but not limited to troubleshooting, patch/version updates of OS and backend applications of the web application for five years from the date of completion of the web site.
- 3.2. Bidder shall provide free of charge maintenance service including but not limited to troubleshooting, patch/version updates of OS and backend applications of the website, for the 1<sup>st</sup> year from the date of completion of the web application.

**Annex II -a**

#	Description	Comply(Yes/No)	Alternate Comply'
<b>1.</b>	<b>Key Technical Requirements of the web site</b>		
1.1.	Content Management - Easily updated with a Content Management System using a web-based interface that will permit CBS staff to update web site content easily and quickly on specific pages. (Joomla, WordPress, or any other suitable platform)		
1.2.	Language Capability - The system should support the presentation of content and all menus, entry forms, links, displays, documents, search boxes, and other parts in Sinhala, Tamil, and English languages and general public shall be able to change the language of the website.		
1.3.	Visually appealing - The site must have an attractive mix of text, photos, and graphics.		
1.4.	Common Theme and Consistent Design - Each section of the site should have a common look/theme. All font types and basic layout used throughout the site must be consistent for approximately 100 pages long (static pages including Q&A page)		
1.5.	Browser Compatibility - Site must be compatible with Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, (latest versions of each).		
1.6.	Mobile Compatibility - Provide mobile device compatibility for iPhones, iPads, Android phones, Android TABs and other handheld devices. The web site shall be responsive/adaptive for the different screen sizes of the mobile devices.		
1.7.	Site Search Utility - Allow for extensive search capabilities using key words or phrasing that will identify content from throughout the site. The results should be able to sort by date, relevance, chronological order, alphabetical order or subject wise and general public shall be able to search the content of the website and shall be able to view and download content/reports from the web site.		
1.8.	Low Bandwidth Accessibility - The technical footprint should be light enough that users can view pages and documents without excessively long downloads.		
1.9.	SEO - Design to maximize search engine optimization.		
1.10.	Accessibility - Site must be built in accordance to the Web Content Accessibility Guidelines (WCAG) 2.0, provided by the W3C and should also be easily accessible to the novice as well as the experienced Internet user.		

1.11.	Allow for interactivity - Include feedback/contact/query forms e-mail response, and surveys.		
1.12.	URL redirection - The existing links and pages of the current website need to be redirected to new web pages and links to ensure continuity of old links and prevent broken links		
1.13.	HTTPS and Security certificate - Bidder will obtain and perform renewals of SSL security certificate for the domain and all content and links should use secure connections (SSL)		
1.14.	Backup service/ Version maintenance - Full backups of the website and the databases should be obtained on weekly basis to fully restore the website as and when needed. Versions of the website should be maintained to roll back if needed.		
1.15.	Offsite backup – The bidder shall maintain two offsite backups and provide to CBSL.		
1.15.1.	Initial backup or Full backup after a major change of the application.		
1.15.2.	Full backup – a month old (4 weeks ago backup)		
1.16.	Disaster Recovery Plan - A disaster recovery plan must be presented in the proposal		
1.17.	Hosting – The bidder shall provide web site hosting facility to the CBSL and host the web application in the secured hosting environment.		
1.18.	Space Management – The bidder shall ensure availability of adequate storage/capacity in the hosting environment.		
1.19.	Web Application Security - The web site shall be developed and hosted in a way that prevent OWASP top 10 web application security risks.		
1.20.	WAF integration– The Web application firewall shall be placed in front of the web application to filter adversary requests and the WAF shall be configured and tuned to mitigate OWASP top 10 web application security risks.		
1.21.	OS and patch updates – The bidder shall perform all the OS and patch updates of the operating system and the backend applications in use. The web application shall not operate on top of the outdated backend applications/OS.		
1.22.	Secure Design and hosting – Web application security best practices shall be followed during the design and the hosting of the web site.		
1.23.	Security Plan - A plan to mitigate cyber security threats must be presented in the proposal.		
1.24.	Copyrights (ownership of code base and contents) - CBS has the exclusive rights to the contents and the source code. If for any reason maintenance contract is terminated, the service provider needs to hand over the source code to the CBS with all technical documentation		

1.25.	Maintenance of the website – The bidder shall perform maintenance activities of the web application including but not limited to troubleshooting, patch/version updates of OS and backend applications		
1.26.	Duration for the completion – The bidder shall complete the development of the web application within 90 days from the date of awarding.		
1.27.	Duration of the agreement - five-year agreement with CBSL for maintenance of the web portal developed. Terms of maintenance should be clearly specified in this proposal and extended based on mutual agreement.		
<b>2.</b>	<b>Training for the CBSL staff</b>		
2.1.	The bidder shall provide sufficient training to CBSL staff, including RDD/ITD on editing information in the web portal through a CMS.		
2.2.	The bidder shall provide content update assistance		
2.3.	The bidder shall provide an as built document of the website to CBSL when the website is ready to launch		
2.4.	The bidder shall provide a detailed user manual on editing the website through the used content management system		
<b>3.</b>	<b>Warranty</b>		
3.1.	Bidder shall provide maintenance service including but not limited to troubleshooting, patch/version updates of OS and backend applications of the web application for five years from the date of completion of the web site.		
3.2.	Bidder shall provide free of charge maintenance service including but not limited to troubleshooting, patch/version updates of OS and backend applications of the website, for the 1st year from the date of completion of the web application.		

## PRICE SCHEDULE

**TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

Item Description	Quantity required  <b>(a)</b>	Unit Price (Rs.)  <b>(d)</b>	Total Price (Rs.)  <b>(a x b) (c)</b>
Development of the web application according to the requirements of Annex II			
Website hosting			
SSL Certificates (Organization Validation SSL)			
WAF Service			
Maintenance for 1 <sup>st</sup> year – Free of Charge (FOC)	FOC	FOC	FOC
Maintenance for 2 <sup>nd</sup> year			
Maintenance for 3 <sup>rd</sup> year			
Maintenance for 4 <sup>th</sup> year			
Maintenance for 5 <sup>th</sup> year			
Local Handling Charges (Rs.)			
Subtotal without Taxes (Rs.)			
VAT (Rs.)			
Other Taxes (Rs.)			
<b>Grand Total (Sum of Column c)</b>			

**Total price including taxes (in words)**

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Note: The price quoted should be based on the prevailing Government Levies.

VAT Registration No (If any) - \_\_\_\_\_

\_\_\_\_\_  
Authorized Officer's Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Seal

\_\_\_\_\_  
Date



**BID GUARANTEE**

**TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

Beneficiary: The Monetary Board of the Central Bank of Sri Lanka  
No: 30, Janadhipathi Mawatha  
Colombo 01.

WHEREAS <Name of the Service Provider/Joint Venture> of <Address of the Service Provider > (hereinafter referred to as “the Tenderer”) has tendered for the <Name of Tender> for the Central Bank of Sri Lanka (hereinafter referred to as “the Purchaser”) of No. 30, Janadhipathi Mawatha, Colombo 01.

AND WHEREAS in terms of the invitation to the Tender, the Tenderer is required to furnish to the Purchaser a Bank Draft/Bank Guarantee obtained from a licensed commercial bank operating in Sri Lanka in a sum of amount in **Rs. 25,000/-** (Rupees Twenty-Five Thousand Only) as security for the due observance by the Tenderer of the Conditions of the Tender.

NOW THIS WRITING WITNESSETH that we <Name of the Bank which issued the Bid Guarantee> having our registered place of business at <Address of the Bank that issue the Bid Guarantee> (hereinafter referred to as “the Bank”) do hereby guarantee, undertake, bind and oblige ourselves that in the event of the Tenderer,

- (a) withdrawing the Tender at any time after the opening of Tenders; or
- (b) failing to execute an Agreement as stipulated in the Conditions of Tender, and/or to furnish security for the due performance of the contract as required under the Conditions of Tender in the event the Tender is awarded to the Tenderer,

the Bank shall and will pay to the said Purchaser a sum not exceeding the total of < Amount of the Guarantee in words> (In numerically) on demand and without cavil or argument and without the Purchaser having to prove or show grounds or reason for the demand for the sums specified therein. We hereby waive the necessity of the Purchaser demanding the said sum from the Tenderer before presenting us with the said demand.

WE FURTHER AGREE that no change or addition to or other modification which may be agreed between the Purchaser and the Tenderer shall in any way release us from the liability under this Guarantee and we hereby waive notice of any such change addition or modification.

THIS GUARANTEE is valid and in full effect until 20.09.2022.

Seal of the Guarantor  
and authorized signature

Date: .....

**PERFORMANCE GUARANTEE**

**TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF WEB PORTAL  
TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY REGIONAL  
DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

Beneficiary: The Monetary Board of the Central Bank of Sri Lanka  
No: 30, Janadhipathi Mawatha  
Colombo 01.

**WHEREAS** <Name of the Service provider> having its registered office at <Address of the Service provider> (hereinafter referred to as “the service provider”) has been awarded a contract for <Name of Tender> to the Monetary Board of the Central Bank of Sri Lanka by the letter of award dated <DD/MM/YYYY > and has entered into a contract with the said Monetary Board of the Central Bank of Sri Lanka for such purpose.

**AND WHEREAS** it is a condition of the said contract that a Bank Guarantee from a licensed commercial bank acceptable to the said Monetary Board of the Central Bank of Sri Lanka be furnished as a security for the due performance in accordance with the conditions of Bids.

**AND WHEREAS** we have agreed to furnish such a Bank Guarantee.

**NOW THEREFORE** we <Name of the Bank which issue the Bank Guarantee> having our registered office at <Address of the Bank that issue the Bank Guarantee> hereby affirm confirm and undertake that we are responsible to the Monetary Board of the Central Bank of Sri Lanka under this Guarantee up to a total of Sri Lankan Rupees <Amount of the Guarantee in words> (In figures) and undertake to pay you upon your first written demand signed by the <Secretary/ Relevant Department Head/ Authorized officer> of the Central Bank and without cavil or argument, any sum or sums within the limit of Sri Lanka Rupees <Amount of the Guarantee in words> (In numerically) as aforesaid without you having to prove or show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said sum from the service provider before presenting us with the demand.

We further agree that no change or addition or other modification of the terms of the contract or of the works to be performed there under or of the Bid Documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of such change addition or modification.

This Guarantee is valid and in full effect for <Number of days to be specified by the CBSL, which includes 28 (twenty-eight) days beyond the scheduled completion date of work or the supply of goods> from the date of the letter of award/acceptance.

Authorized Signature and seal of the Guarantor:

Date:

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY (WPHNFIS) IMPLEMENTED BY REGIONAL DEVELOPMENT DEPARTMENT OF THE CENTRAL BANK OF SRI LANKA**

**Company Profile as at 31.12.2021**

**Company Details**

Name of the Firm:

Address :-

Tele No. (O):



E - Mail:

Fax No.(O):



Web Site:

Mobile No. (O):



**Name & Designation of Principal Officers/Persons to be contacted**

No.	Place	Designation	Name	Contact No.
1	Head Office			
2	Project team / Suppo			

**Nature of Company (Please Tick One)**

Proprietary

Partnership

Private

Public Ltd.

Company Registration No.

VAT Reg. No.:

Date

**Staff Strength**

Total No. of Employees :

No. of Experienced Employees allocated for this job

No. of project managers allocated for this job

No. of Architects allocated for this job

No. of web developers allocated for this job :

No. of web designers allocated for this job :

**Bank Details**

Name & Address of Banker :

Bank Account No :

**DECLARATION**

The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Place :

Signature of Authorised Representative  
of the Firm under proper seal

Date :

**TENDER FOR THE  
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTANANCE OF WEB  
PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY IMPLEMENTED BY  
REGIONAL DEVELOPMENT DEPARTMENT  
OF THE CENTRAL BANK OF SRI LANKA**

**INSTRUCTIONS FOR SUBMITTING THE TENDER DOCUMENTS VIA EMAIL**

1. The subject of the email should be <TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MANITANANCE OF WEB PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY>
2. The maximum file size should be less than 10MB. If the tender documents exceed this size, separate emails could be sent with the relevant name of the tender followed by the version of the email (e.g.: < TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MANITANANCE OF WEB PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY > 1 of 2, < TENDER FOR THE WEB PORTAL TO HOST THE NATIONAL FINANCIAL INCLUSION STRATEGY > 2 of 2)
3. All PDFs should be password-protected, and the password shall be sent within 10 minutes of closing of the tender.
4. The tenderers shall provide the contact details (email) of their authorized representatives in the body of the email in order for the CBSL to send the invitation to the virtual bid opening meeting.
5. Any concerns/issues regarding the submission of the documents shall be informed before the deadline of the submission of the documents as late bids will not be accepted.