

**Tender Document**  
**Public Utilities Commission of Sri Lanka**  
Level 6, BoC Merchant Tower, No. 28, St. Michael's Road, Colombo 3.

File No: BD/02/July/2020

July 02<sup>nd</sup>, 2020

The Chairman, Procurement Committee, Public Utilities Commission of Sri Lanka (PUCSL), invites signed, stamped and sealed bids for developing an information system known as Incident Reporting System for PUCSL.

Bids will be received until 2.30pm on July 23<sup>rd</sup>, 2020. Bids will be opened immediately after the closing time. Late submissions will not be accepted. A pre-bid meeting would be held on July 14<sup>th</sup>, 2020 at 10.00am at PUCSL at the above address and the bidders are kindly requested to attend it.

Bids should be submitted according to the specifications provided in the Request for Proposals (RFP) and using the attached Bid Form (Annexure III). The price mentioned in Section 7 of this Bid Form must cover all requirements mentioned in RFP & the delivery of the system within the stipulated time period and the PUCSL must not be required to make any additional payment to receive, keep, run and use the system in the required manner. (The payment terms are given at the end of this document.)

Offers made must be valid for a minimum of 90 days after the closing date of tender.

Proposals submitted must accompany the Bid Form (Annexure III), filled properly, and the bidders should clearly indicate in the table given under Section 5, whether they can comply with the requirements mentioned in the RFP.

To be qualified to submit bids, the vendors must be able to meet the conditions stipulated in the RFP under the Suitability of software development firm. Bidders must indicate their ability to meet the conditions in Sections 1, 2, 3 & 4 of the Bid Form. Relevant documents mentioned in the bid form must be attached as supporting evidence.

Selected bidder would be required to fully complete the project implementation within 6 months from the date of the purchase order and the system must go live and be fully operational within 6 months from the date of the purchase order. Vendor should provide a project implementation schedule under Section 6, indicating the assumed date of awarding the contract, and in accordance with the requirements mentioned in the RFP. The selected bidder is required to strictly adhere to it.

Duly signed, stamped and sealed bids must be addressed to The Chairman, Procurement Committee, Public Utilities Commission of Sri Lanka, Level 6, BoC Merchant Tower, No. 28, St. Michael's Road, Colombo 3. Please write "Bid No 02 – Quotation for Incident Reporting System" on the top left hand corner of the envelope.

Any bidder may be requested during the selection process to demonstrate their capabilities and strengths to confirm that the vendor has the capacity to meet the requirements stipulated in the RFP.

All prices must be quoted in Sri Lankan Rupees. If any taxes are involved, prices excluding taxes, taxes and total including taxes must separately be mentioned in the relevant cages in Section 7 of the Bid Form. If taxes are not applicable then, prices alone must be mentioned in the relevant cages in Section 7 of the Bid Form (i.e. all relevant cages in Section 7 of the Bid Form must be filled).

Details given in RFP do not include a complete specification but it serves as a general guideline to indicate the kind of job to be carried out by the vendor. The selected vendor is expected to carry out a detailed, exhaustive and accurate study on the relevant requirements of PUCSL and any future requirement that could reasonably be foreseen at the requirement elicitation stage.

The selected bidder must ensure the quality, accuracy, stability, completeness, robustness, reliability, performance, user-friendliness, the ability to meet the requirements of PUCSL, etc. of the system that would be delivered.

Vendor should agree to sign a Service Level Agreement (SLA) with PUCSL (for a minimum period of three years renewable at the end of each year) in order to provide maintenance services and user support to ensure that system continues to meet the requirements of PUCSL.

Payment Terms:

- (i) Initial advance payment of 20% of the contract value could be made against an acceptable payment guarantee (consisting of an Advanced Bond for the amount of the initial advanced payment and a Performance Bond for the 10% of the total value of the contract except the annual maintenance fees) from a commercial bank operating in Sri Lanka on the date of signing the contract. Both the Advanced Bond and the Performance Bond must be received by PUCSL within 14 days of awarding the contract.
- (ii) The next 20% of the contract value could be paid after the submission of the System Requirement Specification.
- (iii) The next 20% of the contract value could be paid after installing the system in PUCSL data centre (This includes making the mobile apps also available for downloading and installing).
- (iv) The next 20% of the contract value could be paid after the system go live.
- (v) The final 20% of the contract value would be paid 30 days after the system go live.