



Employees' Provident Fund Department Central Bank of Sri Lanka

Invitation for Expression of Interest

Scanning of Documents, Linking of the Scanned Images to the Existing System, Implementing a Document Management System and Establishment of an E-Record Room

1. Expressions of Interests (EOI) are hereby invited from reputed institutions local and/or international parties/consortium for the main tasks listed below:
 - Scanning of existing documents (master files/Form D/Form RR6/NIC copy).
 - Supply, Installation, Integrating and Commissioning of an Integrated Document Management System (DMS) for storage and retrieval of scanned images, proposing required hardware configuration, system software and any third party products.
 - Linking of scanned images and the DMS with the existing EPF information system.
 - Supply and installation of required Information & Communication Technology (ICT) infrastructure for future scanning of Form C/C3, Form D, Form RR6 and NIC copy at the point of receipt.
2. The Invitation for EOI could be obtained from the EPF Department at Lloyd's Building, No. 13, Sir Baron Jayatilleke Mawatha, Colombo 01, from 16 July, 2012 to 20 July, 2012 between 1000 hrs and 1500 hrs during the Bank working days upon receipt of a written request on a company letter-head and paying in cash a non-refundable fee of Rs.1,500/=.
3. To be eligible for submitting the EOI, the prospective bidder should have experience in similar capacity and should possess required infrastructure and personnel with appropriate technical experience.
4. A pre-bid meeting will be held on 24 July, 2012 at 1300 hrs at the Atrium, Ground Floor, Central Bank of Sri Lanka, No.30, Janadhipathi Mawatha, Colombo 01. All the prospective bidders are requested to participate at the pre-bid meeting.

5. The duly perfected EOIs should be addressed to the Superintendent, Employees' Provident Fund Department, Central Bank of Sri Lanka, Colombo 01 and shall be deposited before 1430 hrs on 03 August, 2012 in the tender box located in the Mail Room at Ground Floor of the Central Bank head office building or be sent by Registered Post with "EOI - Image Scanning Project of EPF" written on the top left hand corner of the envelope to reach the above address by 1430 hrs on 03 August, 2012.
6. The deadline for submission of EOIs is 03 August, 2012 at 1430 hrs. All late submissions will be rejected and returned unopened.
7. Further information can be obtained from:
 - Mr. A G U Thilakarathna, Deputy Superintendent: 011-2477396
 - Mr. M D N Pushpakumara, Senior Assistant Director: 011-2477335.

Superintendent

Employees' Provident Fund Department

Central Bank of Sri Lanka

No.30, Janadhipathi Mawatha,

Colombo 01.