

Tender No:

KDU/PRO/LIB/4020/2021



General Sir John Kotelawala Defence University,
Kandawala Estate, Ratmalana, Sri Lanka.
T: Phone: Exchange 2632028, 2622995
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Procurement Officer 2623599
Web : www.kdu.ac.lk

10 / 06 / 2021

INVITATION TO BID AND GENERAL CONDITIONS OF TENDER

1. The Vice Chancellor of the General Sir John Kotelawala Defence University, as the Chairman, Department Procurement Committee invites Bid/s from prospective Bidders for supply of **items listed in the schedule in Annex "A". The relevant specifications of the items are indicated in Annex "B".**

2. **CLOSING DATE & TIME.** The tender will close at 1000 hrs on 01 / 07 / 2021 . Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITY OF BID.** The bid submitted under this tender **must be valid for a period of 120 days from the date of closing of tender.**

4. **BID BOND / GUARANTEE.**

(a) If the quoted bid value exceeds Rs: 2,000,000.00, such Bids should be accompanied with 1% of Bid Value as "on demand" and "unconditional" Bid Bond/Guarantee for a sum of **Rs:** in the format given in Annex "C" through a recognized local Bank or Insurance Company registered in Sri Lanka which is authorized by the Insurance Board of Sri Lanka to issue such Bid Guarantees. All Bid Bond/Guarantees should be valid for at least 30 days more than the validity period of bids, ie, for 150 days from the date of Bid opening. **Cheques will not be accepted as Bid Guarantee.**

(b) Submission of insufficient Bid Bond/Guarantee value or period will be considered as a "**major deviation**" and such offer will not be considered for further procurement action and will be rejected.

5. **VALUE ADDED TAX.** The Bidders who bid for locally delivered items must have the VAT registration. The VAT portion must be shown separately in the price schedule in Annex "A" and VAT registration number must be indicated. If the quoted item is exempted from VAT or Bidding Company is not liable for VAT, reference number and date of relevant Act number/Gazette notification/a certificate (as applicable) **issued for the current financial year** from the Commissioner General of Inland Revenue to that effect should be submitted along with the Bid.

6. **BID SUBMISSION.** The **bidder must duly sign at the last page (before Annexes) of this document** indicating the name of the signatory and the name of the company & place the company common seal to confirm the acceptance of tender conditions. **The Bid/s that do not include authorized signature will be rejected.** The Bid/s duly signed by the bidder enclosed and sealed in an appropriate cover addressed to the following address should be sent by registered post or could be deposited in the **appropriate tender box placed at General Sir John Kotelawala Defence University, Kandawala Estate, Ratmalana** (at the Main Entrance of General Sir John Kotelawala Defence University) on or before the time & date specified for the closing of tender. **The tender reference number, date & time of closing tender should be indicated & underlined at the top left corner of the envelop.**

Tender Ref No :

Closing Date & Time :

The Chairman,
Department Procurement Committee,
General Sir John Kotelawala Defence University,
Kandawala Estate, Ratmalana,
Sri Lanka.

7. The Bid/s must be submitted in the attached schedule of prices in Annex "A" as applicable. However, bidders could use similar formats prepared with their own letter heads with all the details mentioned therein and submit in **three copies along with duly signed copy of a General Conditions of tender.** The Bid/s must contain **Technical Literature, Pamphlets, Drawings and Quality Standard Certificate etc** necessary to determine characteristics of items offered and in case of Machinery/Vehicles & Equipment, servicing and workshop data/after sales service, back up facilities or any other facilities provided by the supplier.

8. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES.**

When it is required to submit samples, **every offer** must be accompanied with pre - marked samples. The marking of samples **indicating the Bidder & Offer number** must be done and the samples must be handed over to the officer at same place where tender box is placed **on or before the closing date & time of the Bid.** Samples submitted after closing time of the Bid will be rejected. The documents such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.

(1) **Samples.** Please submit Samples.

(2) **Testing Charges.** A sum of Rs. **per offer** must be paid to the Bursar of KDU, prior to the submission of bid and a copy of the receipt must be annexed to the bid. It is the responsibility of bidder to inform the Cashier of the Account Office to note the tender number on the receipt issued for such payments.

9. **BID OPENING.** All duly received bids **will be opened immediately after the scheduled closing time of Bids at**

the same venue. Bidders or their accredited agents could be present at the time of opening of bids.

10. **PRICES.**

For locally delivered items (including locally manufactured items & foreign items imported by the bidders) price must be quoted in Sri Lankan Rupees, inclusive of all charges for delivery of items to General Sir John Kotelawala Defence University Ratmalana, Faculty of Allied Health Science (FAHS) Werahera and University Hospital Werahera or Southern Campus Sooriyawewa. **Unit price, VAT and Total price should be clearly indicated in schedule in Annex “A”.** Other than VAT, all other type of taxes (eg : NBT, BTT, etc.) should not be indicated separately and should be included in unit price.

11. **RESTRICTED TENDERS.**

Invitation to Bids are circulated among the registered suppliers with Ministry of Defence (MOD), only bids submitted by registered suppliers will be allowed for consideration. However, Chairman, Department Procurement Committee reserves the right to invite the bids from multiple combinations of Procurement Methods as stipulated in Chapter III of the Government Procurement Guideline, 2006 to ensure highest competitiveness.

12. **PERFORMANCE BOND/GUARANTEE.**

A successful bidder shall furnish a Performance Bond/Guarantee in the form of “On Demand” & “Unconditional” Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for every contract that exceeds Rs. 2,000,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka or through an Insurance Company authorized by the Insurance Board of Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award.** The proceeds of the Performance Bond/Guarantee shall be payable to the Vice Chancellor of the General Sir John Kotelawala Defence University as compensation for any loss resulting from the supplier’s failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items on time or fails to complete the works as per the agreed contract, **THE TOTAL VALUE OF THE PERFORMANCE BOND/GUARANTEE** will be forfeited. If only partial delivery is made during the agreed contract period, the corresponding value percentage of undelivered quantity from the Performance Bond/Guarantee will be forfeited.

13. **SIGNING OF CONTRACT.**

The notification of award will be transmitted to the successful bidder by post, by fax or e-mail. This notification constitutes the formation of the contract. The successful bidder should submit his written acceptance for the award and performance bond / guarantee (For awards over Rs. 500,000.00 without VAT) within 14 days of receipt of such notification. Upon acceptance of the award and furnishing of the Performance Bond/Guarantee, the successful bidder will have to enter into a formal contract with the Vice Chancellor of the General Sir John Kotelawala Defence University by signing the Contract.

14. **DELIVERY.**

Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract,** unless mutually agreed for extended delivery period with General Sir John Kotelawala Defence University. **The bidder/s must indicate the proposed delivery schedule in Annex “E”.** In the event of placing a purchase order with the successful bidder, the total quantity so ordered must be supplied as one consignment unless part deliveries are agreed upon in the contract. The deliveries not made as per agreed delivery schedule will be considered as bad performances by the suppliers and **no extended delivery period will be authorized.** Under extreme unavoidable conditions too, the Chairman, Department Procurement Committee (Vice Chancellor of the General Sir John Kotelawala Defence University) reserves the right to grant or refuse delivery period extensions only within the current financial year with or without liquidated claim for delayed deliveries and that decision will be final.

15. **LIQUIDATED DAMAGES.**

In case of delivery period extensions requested by the successful bidder, a sum equivalent to 1% of the total value of the delayed supply per delay of one week or part thereof may be deducted from the payment due to the supplier from the General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 12% of the total value of delayed supplies.

16. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.**

Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by General Sir John Kotelawala Defence University authorities. The delivery made to the General Sir John Kotelawala Defence University should not be considered as quantities taken over by General Sir John Kotelawala Defence University until items are properly accepted after pre-acceptance inspection. Any item that does not conform to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from General Sir John Kotelawala Defence University stores/premises within 07 working days of such intimation (either verbal or written) at his own cost and replace them with items conforming to specification within one month of such rejection. The bidder shall allow approximately 60-90 days period of credit from the date of acceptance of items for Account Office, General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

17. **RIGHTS OF THE PROCUREMENT COMMITTEE.**

The Department Procurement Committee reserve the right to accept or reject whole or part of this tender and their decision will be final. The successful bidders will be notified. Information with regard to rejected or unsuccessful bids will not be communicated.

Thanking You,
Yours faithfully,

For Vice Chancellor
General Sir John Kotelawala Defence University

I/We agree to abide by the conditions of tender and undertake to supply the items as per delivery schedule mentioned in the contract, in the event of an order been placed with me/my firm/company as a result of this tender.

..... Signature

..... Name of Signatory

.....Name of the Company/Bidder

Date :-

Company seal

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**PURCHASE OF ERP SOLUTION FOR BURSAR'S OFFICE AT KDU**

S/N	ITEMS	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE
	PURCHASE OF ERP SOLUTION FOR BURSAR'S OFFICE AT KDU				
	<ul style="list-style-type: none"> Prices of the following requirements should be indicated separately. 				
a	General Ledger & Financial Reporting	Nos	01		
b	Cashbook Module	Nos	01		
c	Fixed Assets Management	Nos	01		
d	Accounts Payable	Nos	01		
e	Accounts Receivable / Invoicing	Nos	01		
f	Inventory Control Module	Nos	01		
g	Payrol System	Nos	01		
**	<u>IMPORTANT</u> Technical specifications are attached herewith & it is mandatory to fill the specifications and forward with the quotation.				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT 8 %				
	GRAND TOTAL				

- Country of Manufacture: -.....
- Brand Name :-.....
- VAT Registration No:-.....

(VALUE ADDED TAX PERMANENT REGISTRATION CERTIFICATE / VAT EXEMPTION LETTER ISSUED BY DEPARTMENT OF INLAND REVENUE TO BE ATTACHED)

- Warranty Period :.....
- Delivery Schedule :.....
- Payment Terms : **Credit**
- MOD registered No:.....
- Name of the Company/bidder:.....
- Address of the Company/bidder:.....
- E-Mail Address of the Company/bidder:.....
- Phone Number of the Company/bidder:.....
- Date:.....
- Authorized person Signature of company/bidder
- Stamp of Company/bidder

Company Seal

Extra Specification : Yes

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Line Item No	Description of Goods or related service	Sub Component	<i>Technical Specifications and standards</i>			
			<i>Purchaser's Requirements</i>			<i>Bidder's Offer</i>
			<u>1. System Requirement</u>		Yes (Y). No (N)	Remarks
1		Cash Book Module	1.1	Maintain approximately 40bank accounts under the Faculties and Centrally by the cash book		
			1.2	Issuing of system generated receipt numbers with the general ledger to be updated with date, receipt number, payee, narration, amount etc.		
			1.3	Cheque printing with General ledger updating all field with manually generated voucher number.		
			1.4	Preparation of bank reconciliation and other reports.		
			1.5	Transaction processing method (Batch/real time) and user identification system		
			1.6	Maintenance and controlling of transaction numbering for each bank account together with all other relevant information (Voucher No., Cheque No., Payee, Date etc.,) be available in the Ledger. Ex: Cash Book I : R1 (Identification Code) Cash Book 2 : R2		
			1.7	Cash book reports with selection option.(period, payee, bank account number, etc)		
			1.8	Identification facility of individual payee with date, name & amount in respect of payments and receipts.		
			1.9	Ability to pay by many cheques for a voucher and pay by a cheque for many vouchers.		
			1.10	Handling of stamp duty payable tax, PAYE payable, WHT payable for payment vouchers and receipts and remit them at the end of each month.		
			1.11	Electronic Fund transferring facility through payment gateway and ability to integrate with the payment gateway and other online payment receipt facility to submit data file in accordance with bank requirement and hard copy of data file and print out of the same batch list. Maintenance of bank and branch code of the system.		

			1.12	Following reports to be generated through the system <ul style="list-style-type: none"> <u>VAT Schedules (VAT No., Invoice No., Supplier name, Total payment & VAT amount.)</u> <u>WHT Schedules. (TIN No., Invoice No., Supplier name, Total payment & payment date)</u> 			
			1.13	Provide multiple levels for data entry			
			1.14	File backup & recovery capability to restore damaged files.			
2		General Ledger & Financial Reporting – (GLFR) Module	2.1	The GLFR system expected to be used as main ledger system of the University which should contained all chart of accounts including the individual and other supportive accounts. Under the main ledger system there may be other sub accounting records and modules could be maintained.			
			2.1.a	Preparation of Statement of Financial performance, Financial Position, statement of cash flow and other monthly reports according to the given formats, at a given time by the user.			
			2.1.b	Accounting codes – number of digits in the accounting code should be sufficient to classify payments in their nature and relevant to cost centers. If many account coding systems available please specify.			
			2.1.c	Handling of large number of accounts in the ledger including sub ledgers.			
			2.1.d	Provide multiple user operations so that many people may access the same files and programs at the same time.			
			2.1.e	Facilities available for Audit Trails			
			2.1.f	Ability to incorporate budgets and sub budgets under each votes and ability to analyze variance and ratios against budget.			
			2.1.g	Maintenance of historical accounting data for at least 2 years			
			2.1.h	Allow easy creation of Faculties / centre , Legers codes etc			
			2.1.i	Ability to active inactive accounts for specified rate range			
			2.1.j	Automatically identity warn the user of errors online before saving (Posting) Debit/Credit balance			

			2.1.k	Allow data exchange with other systems and automatic posting to the General ledger from other ledgers.			
			2.1.l	Drill down display of transaction to source documents.			
			2.1.m	Perform screen prints on request & export the same to data file.			
			2.1.n	Special reports on request for specific period, ledger accounts.			
			2.1.o	Selected fields of the ledger can be linked to Microsoft Excel or word and Import/Export data into the same program.			
			2.1.p	Maintenance of sub ledger accounts without any restriction for control accounts in main ledger and schedule to support balance in final A/C. In combined A/C and Department expenses Sub Ledger, Loan A/C, Advance A/C, Creditors & debtors& self finance courses.			
			2.1.q	Ability to create different type of user groups and arrange them different right to operate all modules or system.			
			2.1.r	Reconciliation capabilities for advances, payables & receivables controls accounts with main ledger.			
			2.1.s	Ability to move from screen to screen without signing off one application to another application.			
			2.1.t	Reconciliation capabilities for advances, payables & receivables			
			2.1.u	Restrict Posting to previous financial year and after closing the financial year and can be approved then if required to passed transaction to previous year financial period and obtain adjusted financial Statements.			
			2.1.v	Age analysis for all payments and receivable of the ledger system.			
3		Payable/ Creditor Module	3.1	Ability to create a creditor at the time of issuing GRN.			
			3.2	Ability to update creditor when payment is done			
			3.3	Payable module should be link within Inventory control module and fixed asset module.			
			3.4	Ability to get creditors list faculty level.			
			3.5	Ability to view the transaction of individual creditors at any given time.			
			3.6	Ability to get creditors age analyses.			
			3.7	Ability to maintain creditors' master data including VAT registration.			

			3.8	Ability to get the statement of VAT paid to each suppliers/creditors monthly basis.			
4		Receivable / Debtor Module	4.1	Ability to maintain the master data of debtors of the organization.			
			4.2	Ability to update the debtor when payment is received.			
			4.3	Debtors system to be integrated with student registration system and student Collection Account.			
			4.4	System to be capable to accommodate with online payment gateway of the University.			
			4.5	Ability to get Outstanding debtors list at any given time.			
			4.6	Ability to get an age analysis of the debtors.			
			4.7	Ability to send reminders through email.			
5		Inventory Control Module	5.1	Ability to generate requisition orders by each Dept. / Unit.			
			5.2	Ability to Provide on line access to approve the requisition orders with the Changes of quantity. These orders to be selected on items and items to be issued directly by stores			
			5.3	Ability to generate Purchase order from on line requisition orders with System generated PO Numbers.			
			5.4	Ability to generate one or more purchase orders based on one requisition order.			
			5.5	Ability to revise or cancel Purchase Orders by the user.			
			5.6	Ability to Provide Items/Assets Selection by item code Numbers or by name.			
			5.7	Ability to generate Goods Issue Note's for inventory items & consumable items			
			5.8	Ability to generate Goods Issue Note			
			5.9	Ability to create a creditor when issue GRN and update of the creditor when payment is being done.			
			5.10	Ability to get debtors outstanding report with age analysis at a given time.			
			5.11	Maintenance of bin card system with stock level, Re-order level, Re order level, Re order quantity and to generate relevant reports.			
			5.12	Multiples users with sub stores in sub locations i.e. Departments, Centers and Units			
			5.13	Different level authorization and validation			
			5.14	Receipts of inventories are updated with GRN in following accounts. Individual item A/C in stock			

				ledger and stock control A/C and individual creditors A/C in the creditors' ledger and creditors control A/C.			
			5.15	Issues are made to relevant expenses A/C and individual stock items in the stock ledger and stock control A/C in the main ledger			
			5.16	Return of inventories to the stores is updated all the relevant accounts with Goods Return Notes and return of inventories to suppliers is updated all the relevant accounts with debit notes.			
			5.17	Valuation & issuing of stock by using FIFO methods.			
			5.18	<u>Reports requirements:</u> age analysis of stocks, re ordering stocks, quantity & value of stock balance, stock verification sheets, inventory ledger & summary of inventory ledger, item list and item price list, buyers list, detail report of issues, receipts , return within specific period and Stock controlling levels (minimum, maximum and re order levels)			
			5.19	Ability to generate required reports by using the university			
6		Property , Plant and Equipment (Fixed Assets) (PPE) Module	6.1	Ability to generate requisition orders by each dept. / Unit.			
			6.2	Ability to Provide online access to approve the requisition orders with the Changes of Qty. These orders to be selected on items and items to be issued directly by stores.			
			6.3	Ability to generate Purchase order from online requisition orders with System generated PO Numbers.			
			6.4	Ability to generate one or more PO 's base on One requisition order.			
			6.5	Ability to revise or cancel Purchase Orders by the Dept of Supplies.			
			6.6	Ability to Provide Items/Assets Selection by item code Numbers or by name.			
			6.7	Ability to generate GRN's with bar Coding System for Fixed Assets. Ability to carry out fixed assets			

				verification (Board of Survey) through the System of bar Coding.			
			6.8	Ability to generate Goods Issue Notes from stores to user department			
			6.9	Ability to generate transfer Notes for fixed assets & accepting notes by each Dept/Unit.			
			6.10	Update fixed assets register & ledger A/C when the payments are made by cheques through cash book with all detail and additional description field for brand, model & serial No (Department/Unit wise).			
			6.11	Incorporation of existing fixed assets coding system into the software			
			6.12	Classification of all assets according to main categories of assets in complies with final accounts Purchase date.			
			6.13	Calculation of depreciation on assets and printing reports at specific period given – Different depreciation rates within the same asset category.			
			6.14	Changing facilities of depreciation methods whenever necessary			
			6.15	Facility to transfer assets among Departments with changing fixed assets identification code. Accounting treatment and update of Fixed assets register for disposed assets.			
			6.16	Facility to update donated assets to the university			
			6.17	Reports on department wise, item wise and for specific periods as requested by the user.			
7		Invoicing (Self Finance Program) Module	7.1	Ability to issue invoices for students for the payment of course fee with identification code for faculty course budget and student identification no and updating income codes and debtors account.			
			7.2	Data file submitted by the bank can be upload main collection A/C and debtors A/C			
			7.3	Ability to add/edit faculty details, student details, income category			
			7.4	Ability to display receipts , faculty wise course wise & student wise			
			7.5	Able to export all reports			

			7.6	Ability to create debtor account under each registered student when the invoices are issued and update the debtors account when the payment is done.			
			7.7	Ability to get debtors list (outstanding list) at a given time.			
			7.8	Ability to send reminders to the students for payments.			
			7.9	Multiple user levels			
8		Payroll System Module	8.1	<u>Salaries and Wages</u> Purpose of these Modules preparation of Salaries and Wages for the University employees in the University approximately 3500 active and the system should be included the calculation of salaries, additions and deductions etc., including the statutory deductions.			
			8.1 (a)	System should have facility to prevent duplication of salaries to employees. Identity Card Number for permanent, temporary and casual of employee should be established as unique code to prevent duplication.			
			8.1 (b)	System should maintain the provident fund details. Opening balances of the provident fund could be uploaded each year and adjustment of UPF loan payment recoveries during the year, to opening balance.			
			8.1 (c)	User accessibility requirements as per the user accessibility of the University If any user limitations Please specify			
			8.1 (d)	Ability to access the system via LAN and WAN and preferable operating system is windows and any other requirement should be indicate clearly.			
			8.1 (e)	System should have the facility to view the data while processing and should have the facility to process the data batch wise. All batches should be entered and approved by the different users of the entity. Monthly processing is required at the end of each month. After final possessing of data changes cannot be made. There should be access control system to the program manageable by the supervisor and rights of users can be changed by the supervisor according to requirement.			
			8.1 (f)	System should have the facility to update personal details of each employee and create the master file with the personal details of the employee.			

			8.1 (g)	<p>System should support approximate 2000 active employees, those who are categorize under different class of employees;</p> <ul style="list-style-type: none"> i. <u>Academic</u> ii. <u>Administrative</u> iii. <u>Non-academic</u> iv. <u>Academic Sub-posts</u> <p>Under each category mentioned above, there are several class of employees.</p> <p>In addition, according to the nature of the appointment above employees are re-categories as bellow as well.</p> <ul style="list-style-type: none"> i) Permanent ii) Temporary iii) Contract iv) Casual and v) Assignment basis of employees 			
			8.1 (h)	Details of the salaries payment posted to the General Ledger should be based on the departments to which employees are attached.			
			8.1 (i)	<p>System should have the capability to access and process all the basic employee details: Name, Designation, Salary Code and salary scale, Basic Salary and allowances (cost of living allowance, academic allowance, research allowance, matching allowance, 20% additional allowance, 15% allowance, 5% allowance, fixed allowances, entertainment allowances) applicable Other allowances (Dean allowance, Head allowance, Student Counselors' allowance, Risk allowance, travelling allowance, Warden allowance etc., Date of assumption of duties, Date of retirement/salary stoppage, Personal details (NIC No, IPR No, Provident Fund No, etc.), Bank details.</p> <p>Facility to <u>salary stoppage</u> for a given period with pay or without pay.</p>			
			8.1 (j)	System should have the capability to access and process all the <u>monthly variations</u> : Promotion, Increments, Bank details, Variations of date of retirement/salary stoppage, Arrears calculations relating to increment, promotions, other allowances etc... Information relating to deductions (Provident fund, contributions to various organizations etc...), Receipt information.			
			8.1 (k)	System should have ability to calculate provision of gratuity at the given date according to the Given Instruction.			
			8.1 (l)	<p>System should have the capability to generate monthly reports:</p> <p>1. Salary voucher with total expenditure summary, Journal Entry for recoveries, Bank details - SLIP and</p>			

				<p>cheques, expenditure summary department wise, deduction remittances SLIP and cheques.</p> <p>2. Pay slips in three languages with university logo</p> <p>3. SLIP data in text format.</p> <p>4. UPF data reports, Monthly ETF reports and data to be uploaded to on line ETF payment system, pension reports with reconciliation with previous month, PAYE Tax reports T10 and data file require to upload on line system of Department of Inland Revenue.</p> <p>5. Loan recovery reports, unrecovered loan balance reports, age analysis</p> <p>6. Earnings and deduction reports, loan balances of employee/category for a given date.</p> <p>7. Individual pay reports, budget variation report department wise, annual budget forecast.</p>			
			8.1 (m)	System should have facility to calculate the Gratuity Payments for the employees those who are retired i.e. the annual payment of Gratuity individual and Faculty, Department wise.			
			8.1 (n)	Salary details reports (basic salary, allowances, deductions etc.) needed to be generated based on basic employment details (Salary code, designation, faculty, department, programme, period wise etc.) according to the user requirements.			
			8.1 (o)	Database of the system should have the facility to store and view complete history without any limitations.			
			8.1 (p)	System should have the facility to upload allowances, deductions, arrears, Taxable additional earning etc., as a bulk using excel sheet			
			8.1 (q)	<p>System should verify the employees' attendance before preparation of salaries for a given period under following two circumstances.</p> <ul style="list-style-type: none"> • <u>Non-academic and administrative staffs through finger print machines.</u> • <u>Academic staff through online verification by head of the Department.</u> 			
			8.2	<p><u>Loans and Advances Sub Module (LASM)</u></p> <p>University employees are entertaining number of Loan facilities such as Distress Loan, Property Loan, Provident Fund Loan, Staff Loan, Vehicle Loan etc., in addition to the salary, festival advances etc.</p>			
			8.2 (a)	Sub system (LASM) should have the capability to access and update loans and advance details (Provident Fund, Distress loan, Staff loan, Vehicle			

				loan, Computer loan, Festival advance, Special advance, Salary advance, Property loan)			
			8.2 (b)	<p>LASM system should have the capability to check eligibility criteria's in loan processing as given below.</p> <p>Updating of UPF balances with interest, Sureties details, Date of loan granted, Limits for loan granting, Previous loan details, Loan granted amount, Loan recovery period, Interest rate charge for particular loan granted, generate data files of UPF and property loans be submitted to UGC and bank.</p> <p>Ability to change above criteria's by user according to legislation changes.</p>			
			8.2 (c)	<p>LASM system should have the capability to maintenance of loan registers and reports: Individual loan details, Loan details according to loan category, Age analysis, Date of loan granted, Outstanding balances of each loan at the end of each month, Interest income</p> <ul style="list-style-type: none"> • <u>Details of loan recoveries and interest received should be transferred to the General Ledger as data file</u> • <u>Payment of loans should be transferred to the main Ledger and sub ledger.</u> 			
			8.3	<u>Statutory Contribution (Deduction) Sub Module (SCSM)</u>			
			8.3 (a)	SCSM system should have the capability to calculate monthly PAYE tax and to generate annual tax report, Annual T9 reports, PAYE tax T10 certificates, and information relating to releasing of UPF, ETF.			
			8.3 (b)	SCSM System should have the facility to generate Budget forecast reports for the next year with the increment subject to certain parameters.			
			8.3 (c)	<p>Generation of text Files</p> <ul style="list-style-type: none"> ➤ <u>For Payment of Salaries, Bank Deduction and Other Deductions (Union, UPF etc.) through SLIPS</u> ➤ <u>For UPF and ETF</u> 			
			8.4	<u>Overtime (OT) – sub module (OTSM)</u>			
			8.4 (a)	Payment of overtime should be made separately from the salary. Overtime payment made based on shift duty basis under the different rosters.			
			8.4 (b)	System should be captured attendance data from the finger print machines located in Faculties and various places in the University.			
			8.4 (c)	System itself should be able to request, recommendation and approve overtime online.			

			8.4 (d)	System should calculate overtime of employees and prepare the detail report of the payment.			
			8.4 (e)	System should provide facility to transfer detail of overtime payments to the ledger accounts.			
			8.4 (f)	OT should be added to the payroll package only with the calculation of PAYE tax for disclosing pay slip			
9		Audit trail		This sub module must cover all the main modules mentioned above. The purpose of this module is to monitor all the transactions performed. This module must facilitate,			
			9.1	Monitoring each and every transaction.			
			9.2	Maintaining log of each and every transaction.			
			9.3	Running audit trials covering entire operation.			
10		Hardware and software Requirement	10.1	Specify Hardware and software requirement for implementation of the system.			
11		Additional requirements	11.1	System and its methodology should facilitate making of payments, collecting all receivables to relevant parties tracking all transaction on authorized personal In order to handle.			
			11.2	Secure the data avoiding unauthorized access.			
			11.3	Use the modern database management systems, tools and development languages for development.			
			11.4	The system must be developed to execute on modern operating systems and to adapt changing technologies.			
			11.5	The system must be secured with A. <u>Authentication</u> B. <u>Access Control</u> C. <u>Audit trail</u> D. <u>Encryption</u> E. <u>Backup</u> F. <u>Backup on deleted data</u> G. <u>Session management</u> H. <u>Firewall</u> I. <u>High availability</u> J. <u>Disaster recovery</u> K. <u>Additional security measures should be available to handle critical situations</u>			
12		Other Requirements	12.1	Bidder should have minimum of 05 years' of experience in Supply of Installation training and maintaining, ERP System .			

			12.2	Software should be well known for accuracy, reliability and security of data and related reports generated by the system and well tested for errors free running similar size organization. Please submit the Purchase order with Recommendation letters from clients .			
			12.3	Availability of a qualified development team consist of a software architect ,project manager, software, engineer, QA engineer ,and business analyst.(Profiles need to be attached.)			
			12.3	User Manual and original software CD			
			12.4	What are the hardware requirements of the system and any other software required.			
			12.5	Bidder should have at least 05 years experience from the Business Registration.			
			12.6	Bidder should have at least 5 clients who have 500 or more employees with the recommendation letters from clients. (Client Recommendation to be attached).			
			12.7	Bidder should provide audited financial statement of last 5 years. Annual average turnover should be more than Rs.15 Mn. In last three years.			
			12.8	Availability of minimum 20 user license and ability to increase the user license.			
			12.9	Comprehensive warranty and maintenance for five years.			
			12.10	Submit a yearly preventive maintenance scheme for after the warranty period.			
			12.11	Provision to integrate the existing systems and new system through APIS.			
			12.12	Introduction of upgrading versions, and upgrading methodology for latest versions.			
			12.13	Availability of web based facility and platforms			
			12.14	Possibility to customization in respect of each module			
			12.15	Availability of user training facilities			
			12.16	Project team structure and staff allocation			
			12.17	Availability of help desk facility			
			12.18	Action plan for the implementation with milestones.			

SPECIMEN FORM OF BID SECURITY

By this Bond we (hereinafter called "the Bidder") and We (name of bank or insurance company) whose registered office is at (hereinafter called "the Surety") are held and firmly bound onto (hereinafter called the Authority") in the sum of for the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by those presents.

Whereas the authority has invited the Tender and other persons to compete tenders in similar terms for the supply of and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Tender in accordance with the following conditions.

Now the Conditions of this Bond are:

- a. That it shall remain in full force and effect until the earliest of
 - i. (Date), being () days from (submission date), the date stipulated by the Authority for the submission of tenders, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing.
 - ii. In the event of acceptance of the Tender by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
- b. Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.
 - i. The Bidder has withdrawn his Tender during the validity of this Bond, or
 - ii. The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the tender within 14 days from receipt of intimation of award of the Tender.

No alteration in the terms of the Tender, nor any forbearance or forgiveness in or in respect of neither any matter or thing concerning the Tender on the part of the Authority, nor any objection from the bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of Sri Lanka

I executed as a deed on this () day of (For and on behalf of the Bidder) 20 () For and on behalf of the Surety

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)

DELIVERY SCHEDULE

(IT IS MANDATORY TO FILL THE FOLLOWING SCHEDULE BY THE BIDDER)

TENDER NO :

ITEM :

QTY :

DURATION	QTY
EX STOCK QTY (WITHIN 01 WEEK)	
01MONTH	
02 MONTHS	
03 MONTHS	
04 MONTHS	
TOTAL	

NAME OF THE BIDDER :

SIGNATURE OF BIDDER :

DATE :

COMPANY SEAL