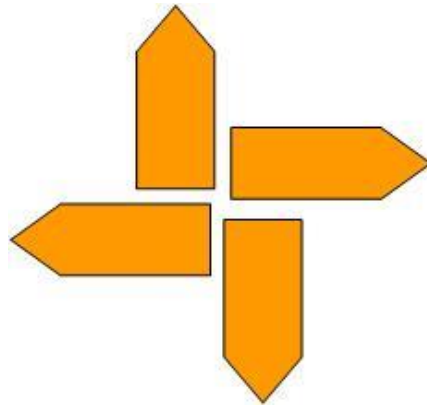


**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**MINISTRY OF HIGHWAYS**

**ROAD DEVELOPMENT AUTHORITY**



**BIDDING DOCUMENT**

**FOR**

**VALIDATING, ADDING NEW REQUIREMENT AND  
DEVELOPING THE EXISTING DATABASE HANDLING ON  
LAND ACQUISITION INFORMATION SYSTEM (LAIS) AT  
LAND DIVISION**

**CONTRACT NUMBER: RDA/LAND/PROC/20-21-22**

*Bid document for validating, adding new requirements, and developing LAIS*

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# **SECTION I**

## **INSTRUCTIONS TO BIDDER (ITB)**

The Text of this “Instructions to Bidders is found in the “Policy on Supporting Domestic Industries” Public Finance Circular No: 03/2020.

This document should be read in conjunction with Section II-Bidding Data Sheet (BDS) of this Budding Document. Whenever the Clauses in Section 01- Instruction to Bidders are to be modified and / or supplemented, it is done through the text in Section II- Bidding Data Sheet (BDS)

## SECTION II

### BIDDING DATA SHEET (BDS)

The following specific data for the Service to be procured shall complement, supplement, or amend the previous in the instructions to Bidder (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	<b>A. General</b>
ITB 1.1	The Purchaser is: Director General, Road Development Authority
ITB 1.1.	<p>The name and identification number of the Contract are “<b>Validating, Adding New Requirement and Developing the Existing Database Handling on Land Acquisition Information System (LAIS)</b>”</p> <p>The number, identification and names of the lots comprising this procurement are <b>CONTRACT NO : RDA/LAND/PROC/20-01</b></p>
ITB 1.2	Intended Completion date: <b>50</b> days from Commencement Date
ITB 2.1	The source of funding is: Government of Sri Lanka (GOSL)
<b>B. Contents of Bidding Documents</b>	
ITB 7.1	<p>For clarification of bid purpose only, the Purchaser’s address is:</p> <p>Attention: <b>Director (Land), Road Development Authority</b></p> <p>Address: <b>4<sup>th</sup> Floor, Maganegum Mahamedura, Denzil Kobbekaduwe Road, Battaramulla.</b></p> <p><b>Telephone: 0112889350</b></p> <p><b>Facsimile Number: 0112872380</b></p> <p><b>Electronic mail address: <u>landdbna@rda.gov.lk</u></b></p>

<b>C. Preparation of Bids</b>	
ITB 11.1 (e)	<p>The Bidder shall submit the following additional document with the bid</p> <ul style="list-style-type: none"> <li>i. Bid submission for</li> <li><b>ii. Original Bid Security</b></li> <li>iii. Copy of registrations at <a href="https://startups.lk">https://startups.lk</a> (Registration at the Information Communication Technology Agency (ICTA) under Startups)</li> <li>iv. Similar Experience</li> <li>v. Existing Client List</li> <li>vi. Certification from an authorized auditor certifying value addition and the cost breakdown of foreign and local components in USD and LKR. Value additions will include cloud solutions and contribution of the following <ul style="list-style-type: none"> <li>a) Local Material</li> <li>b) Expertise (Minimum 10 percent of expertise out of 25 percent of local value additions)</li> <li>c) Local Overheads Support/ Maintenance/ Systems Integration.</li> </ul> </li> <li>vii Before submission the bid, bidder should visit the site in given dates and Study and Identify the existing system and new items to be add to the system and submit the certified copy of attend the site</li> </ul>
ITB 19.1	The bid shall be valid until <b>91 Days</b> from the Bid Closing Date
ITB 20.1	<p>Bid Security</p> <ul style="list-style-type: none"> <li>(a) Bid shall include a Bid Security (issued by bank) in the format included in section IV Bidding Forms</li> </ul>
ITB 20.2	<p>The amount of the Bid Security shall be : LKR 100,000.00</p> <p>The validity period of the bid security shall be 28 days beyond the Bid Validity period. (30<sup>th</sup> August 2022)</p>
<b>D. Submission and Opening of Bids</b>	
ITB 22.2 C	<p>Bidders are required to submit the <b>bid with duplicate in sealed envelope</b>. One envelope containing the Originals Sealed Bid and the other envelope containing the copy. Both <b>Original and the copy</b> shall be enclosed in one sealed envelope. The inner and outer envelopes shall bear the following identification marks:  <b>“Validating, Adding New Requirement and Developing the Existing Database Handling on Land Acquisition Information System (LAIS)”</b>  <b>Contract No : RDA/LAND/PROC/20-01</b></p>
ITB 23.1	<p>For bid submission purpose, the Purchaser’s address is:</p> <p><u>Attention:</u> <b>Director (Land)</b>  Address : <b>Land Division,</b>  <b>4<sup>th</sup> Floor,</b>  <b>“Maganeguma Mahamedura”</b>  <b>Denzil Kobbekaduwa Mawatha.,</b></p>

	<p style="text-align: center;"><b>Kosatta, Battaramulla.</b></p> <p>The deadline for the submission of bid is Date : 12<sup>th</sup> May 2022 Time : <b>14:00 Hrs</b></p>
ITB	<p>The bid opening shall take place at : Address : <b>Land Division</b> <b>“Maganeguma Mahamedura”</b> <b>Denzil Kobbekaduwa Mawatha.,</b> <b>Kosatta,</b> <b>Battaramulla.</b></p> <p>Date : 12<sup>th</sup> May 2022 Time : <b>14:00 Hrs</b></p>
	<b>E. Evaluation and Comparisons of bids</b>
ITB 35.5	The employer shall evaluate and compare the bids on the basis of contract or a combination of contracts, as such the total amount of contracts in order to arrive at the least cost combination to the employer.

## **SECTION III**

### **BIDDING FORMS**

- 1.0 Letter of Technical Bid
- 2.0 Letter of Price Bid
- 3.0 Price Schedule
- 4.0 Bid Security (Guarantee)

# **Bid Submission Form**

Date:

CONTRACT NO:  **RDA/LAND/PROC/20-01**

To : Chairman, Regional Procurement Committee, 4<sup>th</sup> Floor, Land Division, “**Maganeguma Mahamedura**”, **Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla.**

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the bidding documents, including Addenda issued in accordance with instruction to Bidder (ITB) 8.
- (b) We offer to execute in conformity with the Bidding Documents and the Technical Bid submitted for the following  
**Validating, Adding New Requirement and Developing the Existing Database Handling on Land Acquisition Information System (LAIS)”**
- (c) The total price of our bid without VAT, including discount offered is .....  
.....  
.....(insert the total bid price in words & figures)
- (d) The discount offered and the methodology for their application are [insert discounts and methodology for their application if any/attach separate sheet if required] .....
- (e) Our bids shall be valid for a period of **91 Days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) If our Bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents.
- (g) We have paid, or will pay the following commissions, gratuities, of fees with respect to the bidding process of execution if Contract <sup>1</sup>.

Name of Recipient	Address	Reason	Amount
-----	-----	-----	-----
-----	-----	-----	-----
- (h) We understand that this bit, together with your written acceptance thereof in your Notification of Award, shall constitute a bidding contract between us, until a formal contract is prepared and execute.

<sup>1</sup>- if none has been paid or is to be paid, indicate “None”



- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) We agree to permit the Employer or its representative to inspect our accounts and other documents related to the bid submission

Name : .....

In the capacity of .....

Signed .....

Company Seal: .....

Duly authorized to sign the Bid for and on behalf of .....

Date : .....

### **3.0 – PRICE SCHEDULE**

**Validating, Adding New Requirement and Developing the Existing Database Handling on Land Acquisition Information System (LAIS)''**

**CONTRACT NO: RDA/LAND/PROC/20-01**

[ The bidder shall fill this Price Schedule in accordance with the Instructions Included. The list of line items in column 1 of the Price Schedule shall coincide with the list of Good and related Services specified by the Purchasers in Schedule of Payments.]

Item No	Description of Service /Good	Unit Price Excluding VAT (Rs)	Amount (Rs)
1.0	Front End Designed and Development		
2.0	Back End Development		
3.0	Data Migration		
4.0	Customization		
5.0	SMS Gateway		
Bid Price			
VAT 8%			
<b>TOTAL (With VAT)</b>			

Total amount in words (Excluding VAT):

.....  
 .....

Bidder's Name and Address:

.....  
 .....  
 .....

Signature: .....

Company Seal: .....

Date: .....

Witness: .....

## **4.0 – BID SECURITY**

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in the brackets]*

..... *[Insert issuing agency's name, and address of issuing branch or office]* .....

Beneficiary: **Director General, Road Development Authority, 1<sup>st</sup> Floor, "Maganeguma Mahamedura", Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla.**

Date : ..... *[insert (by issuing agency) date]*

BID GUARANTEE No: ..... *[insert (by issuing agency) number]*

We have been informed that ..... *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal name of partner]* (hereinafter called "the Bidder") has submitted to you its bid dated ..... *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the **Validating, Adding New Requirement and Developing the Existing Database Handling on Land Acquisition Information System (LAIS)** under Invitation for Bids for **CONTRACT NO: RDA/LAND/PROC/20-01**

Furthermore, we understand that, according to your conditions, Bid must be supported by a Bid Guarantee.

At the request of the Bidder, we ..... *[insert Name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....

----- *[insert amount in figures]* ..... *[insert amount in word]* upon receipt by us of your first demand in writing accompanied by written statement stating that the bidder is in breach of obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified: or
- (b) Does not accepted the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"): or
- (c) Having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuse to furnish the Performance Security, in accordance with the ITB

**The Guarantee Shal expire:**(a) if the Bidder is the successful bidder, upon our receipt copies of the contract signed by the Bidder and of the Performance Security issued to you by the Bidder; of (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of copy of your notification to the bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ..... *[insert date]*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before the date. ....

*[signature(s) of authorized representative(s) ]*

# **TERM OF REFERENCE (TOR)**

## **1. Scope of work**

- ❖ **Study and Identify the existing system and new items to be add to the system.**
- ❖ **Following issues should be addressed with the existing System.**
  - Modification requirements to the existing system
    - Add simple User-Friendly Quarry Systems
    - Add required management and add-hock Report Generation through the system
    - Make available to add data to the system from other Projects directly (Through Centralized Server System)
    - Remove unnecessary field in the system
    - Add Payment system to the existing system
    - Dedicate security authentication to the system logging from other Projects
    - Make available to view the Higher Management
    - Add proper data and system backup mythology
    - In any case this same modified System can be install separately and work stand along mode.
- ❖ **Following new requirements must add to the same system.**
  - Annual and Monthly Financial requirements to be add
    - ◆ Annual & monthly imprest receiving's
    - ◆ Report generation Monthly payments on Road & DS's Vice
    - ◆ Report generate the Monthly Acquisition and Financial Payment Progress report & other require reports through the system.
    - ◆ Able to produce reports on Weekly, monthly and annual financial activities, disbursement of imprest and allocation, which are required report for the financial Unit
    - ◆ Able to make a trac on land acquisition process of each project and lots vice
    - ◆ Need to introduce a Short Message System (SMS) through the system (LAIS) to the AP that their Cheque is deposit in the account

## **2. Tentative Timeline of Activities**

- |                                      |   |
|--------------------------------------|---|
| • By 26 <sup>th</sup> April 2022     | - Re-Publishing in the RDA Web for calling Questions  |
| • 06 <sup>th</sup> of May 2022       | - Specific date can come and examine the existing system<br>(09:30 am to 12.00 Noon & 01.30 pm to 03.00 pm) |
| • By 12 <sup>th</sup> May 2022       | - Closing Date of submitting Questions  |
| • By 20 <sup>th</sup> May April 2022 | - Finalized the TEC Report  |
| • By 26 <sup>th</sup> May 2022       | - Submitting the TEC Report and Obtaining Director General's Approval for Awarding the contract             |
| • By 01 <sup>st</sup> June 2022      | - Awarding the Contract   |

*Bid document for validating, adding new requirements, and developing LAIS*

The consultant (Expert) will provide the services described under “Scope of Work” in Section 3 according to the following time schedule:

- By 06<sup>th</sup> June 2022 - Final report by the Expert (Status on accepting the project)
  - By 13<sup>th</sup> June May 2022 - Start Modifications to the system (Once Awarded)
  - By 30<sup>th</sup> June 2022 - Finalized the modified system
  - By 01<sup>st</sup> July 2022 - Start dry run the modified System
  - By 07<sup>th</sup> July 2022 - Fine tune the modified system from fact finding from dry run
  - By 22<sup>th</sup> July 2022 - On going data migration to modified system
  - By 25<sup>th</sup> July 2022 - Commissioning the full system
- 
- *After awarding the contract, dates may revise accordingly*

Following activities should be accomplished during the implementation period –

- i. Progress report (one page) – by weekly
- ii. Communicate with allocated members from the division to clear and troubleshoot the problems arising, at regular interval
- iii. Inform and explain to the relevant Authorities for changes occurred other than the TOR and get approval to process.

### 3. Conditions

Once commissioned the system

- I. Need do hand over all documentation, program codes, soft copies etc. related to the modification of the system
- II. Need handover Separate soft copy of the full pledge system.
- III. Any troubleshoot, modifications and adjustments should do on-site free of charge for the period of 6 months starting from the day of commission the full system.
- IV. After completion of the 6 moths must enter to maintenance agreement for a Period of One year and if the management decide will continue.
- V. If the full pledge system delivered before the schedule dates, payments also will be pay accordingly.

### 4. Schedule of payments and deliverables

Payment amount (Rs)	Deliverable
30%	Upon awarding the contract
30%	Upon Start Dry Run the system
40%	Upon After commission the full system