



NATIONAL SAVINGS BANK
INVITATION FOR BIDS
NSB/PT/ITE/2022/23

**Bidding for Supply, Installation, Configuration, Data Migration,
Commissioning, Training and Maintenance of Document Management &
Workflow Management System for the National Savings Bank, Sri Lanka**

The Chairman, Procurement Committee-Major, National Savings Bank, No.255, Galle Road, Colombo 03, invites Bids for Supply, Installation, Configuration, Data Migration, Commissioning, Training and Maintenance of a Document Management & Workflow Management System.

Description of the Procurement	Bidding for Supply, Installation, Configuration, Data Migration , Commissioning, Training and Maintenance of Document Management & Workflow Management System for National Savings Bank, Sri Lanka
Nature of Procurement	Single Stage Two Envelope bidding procedure as specified in the Procurement Guidelines.
Applicable Non – Refundable Tender Fee	Rs. 15,000/- Payments should be made by cash to the counter at Head Office Branch, National Savings Bank, 255, Galle Road, Colombo 03.
Bid Validity Period	Valid for a minimum period of 91 calendar days from the date of opening the proposals. <i>Period from 12/10/2022 to 11/01/2023</i>
Last Date & Time of Issuing Bid Documents	11/10/2022 at 3.00pm
Date & Time of Closing Tender	12/10/2022 at 10.00 am
Pre-Qualifications	
<ul style="list-style-type: none">● Bidder shall not have been blacklisted by the Government or by the Bank.● Bidders should have a registered office in Sri Lanka, or the bidder should have a Local Agent who has a registered office in Sri Lanka.● The Proposed product should be used within last 03 years by at least three banks / Financial Institutes.● Bidder should have an experienced & certified staff for Implementation	
Further Information and inspecting documents	Chief Information Officer, IT Division, National Savings Bank, 255, Galle Road, Colombo 03 (Telephone 011-2574004/ 011-2377219, email cio@nsb.lk) till day before open or 01 week before open.
Collecting of Bid Documents	A complete set of bidding documents in English language may be obtained on submission of a written request made on a company letterhead (original) to The Chief Manager (Supplies) of National Savings Bank between 9.00 am to 3.00 p.m. on working days from 16/09/2022 till 11/10/2022.
Bid Delivery	Bids shall be delivered by registered post or by hand to Chief Manager (Supplies), Supplies Division, National Savings Bank, 255, Galle Road, Colombo 03 on or before 10.00 a.m. on 12/10/2022. Late bids shall be rejected.
Bid Opening	Bids will be opened soon after the closing of bids, at the Supplies Division in the presence of bidders or their authorized representatives who are nominated to attend.

The National Savings Bank reserves the right of rejecting any or all proposals and the right of accepting any portion of a bid without adducing any reasons.

The Chairman-Procurement Committee-Major,
National Savings Bank,
No. 255, Galle Road, Colombo 3