

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT
CPD24/2751/2023

T'phone No : 2686389 Fax No: 2662329

**BID FOR : MAINTENANCE OF APPLICATION SOFTWARE
ON IBM i SERIES (AS/400) COMPUTER SYSTEM
FOR THREE YEARS.**

BID OPENING DATE : 27/04/2023 at 10.00 am

PART I
(For office use only)

NAME OF THE FIRM:-

RECEIPT NO:-

DATE:-

.....
ISSUING OFFICER

PART II
(To be filled by the Bid)

1. NAME OF THE BIDDER:

2. BUSINESS ADDRESS:
.....

3. TELEPHONE NUMBERS:-

4. BUSINESS REGISTRATION NO:-

5. VAT REGISTRATION NO:-

6. BANK & BOND NO:-

ORIGINAL

I agree that the rate given in this bid is valid for acceptance for a period of not less than 180 days from the date of closing of bid and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the bid.

.....
SIGNATURE OF BIDDER,
AND SEAL OF THE FIRM.

NAME OF SIGNATORY IN BLOCK CAPITALS: -

.....

ADDRESS :-

.....

.....

COLOMBO MUNICIPAL COUNCIL

**BID FOR MAINTENANCE OF APPLICATION SOFTWARE
ON IBM i SERIES (AS/400) COMPUTER SYSTEM FOR THREE YEARS.**

Please follow bid Notice Published on **06/04/2023** in the Ceylon Daily News, Dinamina and Thinakaran for Details of bid Items.

Bids will be received up to **27/04/2023** and will be opened immediately.

SPECIFICATIONS

1. INTRODUCTION

Colombo Municipal Council, CMC, is perhaps the largest public organization in Sri Lanka, in terms of revenue and expenditure; in terms of revenue it is second only to the national budget.

CMC has 6 District Offices with stores and workshops, fuel stations, several Clinics, Public Library, Fire Brigade, playgrounds and other facilities within the City. Most roads within the City, and all sewerage and drainage systems within the Municipal Area are maintained by CMC.

CMC uses an IBM iSeries based computer network at Town Hall for Rates and Other-Revenue Accounting, Assessment, Payments, Inventory and other applications.

Counter clerks generate bills for property owners and other payers at counters, and shroffs (cashiers) generate receipts. All receipt transactions and all payment transactions and most of the other transactions related to financial accounting are online. CMC revenue is through Rates (property taxes), rent on market stalls and other buildings, trade taxes, entertainment tax, other taxes, processing charges for building permits etc and Government grant.

The application programs were developed by contractors in RPG language, and have been in use for about eighteen years. CMC has a few system development staff. CMC requires the services of a contractor to maintain the application software.

2. SERVICES REQUIRED

The bid is for maintenance of the Municipal Council Accounting System MCAS.

The following services are required.

- i. Maintain the MCAS software and interface programs to satisfy business requirements.
- ii. Maintain the software for efficiency in terms of resource requirements, speed of execution, speed and error-free user actions, and to improve maintainability.
- iii. Remove programming errors and errors of business logic in software, as and when they are detected.
- iv. Change, add, and improve software as and when required, for purposes of efficiency, business requirements, and user friendliness.
- v. Organize existing software and all software corrections, modifications and improvements.
- vi. Integrate the new software systems to the MCAS & automate.
- vii. As per the requirement Report Generation.

- viii. Assist in system operations. Recover data and application programs in the event of corruption or loss.
- ix. 2 (Two) trainings per year on application software should be conducted to the CMC internal staff as per the request of the IT Department per training session the price should be mentioned separately.
- x. **Two (2) expert programmers on RPG Language must be stationed at CMC full time.** Normally, one of these specialists will be engaged in report generation, and the other in attending to program errors and modifications.
- xi. Those above mentioned two programmers should be at CMC from 8.30 am to 4.30 pm on all the working days.
- xii. On an unavoidable circumstances, those programmers should come to CMC on Saturdays also. They may get a duty leave with the acceptance of the Head of IT Div. (MT's)
- xiii. The existing "IBM Power 6" server will be upgraded with "IBM Power 10" server and the data will be migrated. For that data migrating task this selected bidder should support by communicating with the new server vendor.
- xiv. After replacing the "IBM Power 10" server, the existing "Twinax" printing technology will be obsoleted and the existing line printers (04No's) should be connected and printer ques should be configured through "UTP".
- xv. In the future there will be Web based software systems and those should be integrated with "MCAS" as per the CMC requirements.

2.1 Commencement of Services

The services must be provided from date of award

2.2 Confidentiality of Programs and Data

All programs and data is of the highest confidentiality.

2.3 Ownership of Application Software and Source Code

CMC has sole ownership of database design, application software design and code, and source code.

3. EXISTING SYSTEM ENVIRONMENT

3.1 Hardware Configuration

System : IBM iSeries POWER6 520 Server
Processor : 2 Nos POWER6 cores, 4.2GHz
CPW 4000 CPW Interactive
RAM: 16 GB
Disk Storage: RAID 5 hotswap, SAS
 2000GB for data, after RAID. 15k rpm, 140GB disks
Logical Partitions : 2 a) Production and b) Development
LAN Connectivity: 2 Ethernet ports 10/100/1000 Mbps
TwinAx Ports for attachment of terminals, line printer

Backup: **Tape Library with LTO4 tape drive.**
DVD/CD ROM drive, Monitor, Keyboard
OS and DBMS iSeries OS V&R1, DB2 RDBMS
Programming Languages : ILE RPG, Java

Other Software: Query for iSeries, DB2 Query Manager, SQL Dev kit, Web Query, WebSphere Development Studio

Number of Client PCs and Terminals : PCs 210 Printers : 50 (Dot Matrix)

4. OUTLINE OF EXISTING APPLICATION SOFTWARE

The applications are termed “Modules” and these are to a great extent integrated. For instance Rates module and Other Revenue module are integrated with Shroff, Cash Management and General Ledger. Fixed Assets module is integrated with Inventory, and the latter is integrated with Payments. Fixed Assets, Inventory, and Payments are integrated with General Ledger.

The applications have been in operation for approximately 18 years.

Terminals, client PCs and printers are installed at Rates and Other Revenue counters and at Shroff Branch, Purchasing Department, Assessment Branch, Payments Branch, and offices of accountants and other executives.

All transactions carry the time stamp, operator ID and other data to facilitate error correction and auditing.

Some applications such as inventory are operated partly online and partly in batch mode. Purchase Orders are generated online and some GRNs and Issue Notes are entered in batch. Main Stores is linked for generation of GRNs. MCAS is linked all 16 District Stores and generate all GRNs and Issue Notes online.

The description given below is meant to indicate the functionality and complexity of the software in order to enable the tenderer estimate the expertise required and the volume of work. Programs have been written in RPGLE. A few programs to transfer data with website are in Java. Website software is maintained by another contractor.

Application modules and the related numbers of files are given below.

Number of Application Software and Physical Files of Modules

| Module | Source Program Files | Screen(DSP) Files | Physical Files(Tables) | Printer Files |
|-----------------------------|-----------------------------|--------------------------|-------------------------------|----------------------|
| 1. Assessment | 204 | 135 | 54 | 59 |
| 2. Rates | 464 | 152 | 148 | 131 |
| 3. Inventory | 432 | 189 | 221 | 84 |
| 4. Final Accounts | 60 | 30 | 34 | 26 |
| 5. Motor Vehicle Mgt | 76 | 53 | 25 | 22 |
| 6. Fixed Assets | 156 | 24 | 39 | 37 |
| 7. Pension | 2 | 1 | 1 | 3 |
| 9. Other Revenue | 343 | 452 | 5070 | 139 |
| 10. Payments | 129 | 190 | 10 | 68 |
| 11. Shroff | 110 | 95 | 22 | 65 |
| 12. Cash Management | 39 | 37 | 10 | 21 |
| 13. General Ledger | 177 | 185 | 8 | 92 |
| 14. Garbage Tax | 30 | 20 | 6 | 03 |
| 15. e-services | 110 | 1 | 40 | 4 |
| Total | 2332 | 1564 | 5688 | 752 |

DSP Files = Screen Format Files

Printer Files = Print Format Files

Some of the files are duplicates and earlier versions.

Volume of Data

The system maintains data of several past years online for inquiry purposes.
The total size of Physical and Logical files is 151 GB and 307 GB approximately.

5. APPLICATION SOFTWARE MODULES

MUNICIPAL COUNCIL APPLICATION SYSTEM (MCAS)

Note : Transaction documents such as bills, receipts, cheques, and purchase orders, are generated online.

Each property/premises (bareland, house etc) is uniquely identified by Ward_Code+ Street_Code+ Assessment Number. A unique numerical Account Number is used for each premises Rates Account. Rates (Property Taxes) are due for each Quarter of each year. Discounts are given for early payment of Rates, and a Warrant Cost is charged for non-payment within due quarter.

Citizens pay their Property Rates, Taxes and other dues in four (4) ways:

a) At CMC counters in cash and by cheque, b) to Banks using Paying-in Slips, c) through the Internet via CMC website, d) Commercial Bank Account holders pay via Internet Banking.

“Other Revenue” is revenue other than from Property Rates.

MCAS MAIN MENU

- i. Parameter Main Menu (Reference Entities of Applications)
- ii. Operations Main Menu
- iii. User tasks
- iv. Shroff System Main Menu
- v. Assessment
- vi. Rates
- vii. Other Revenue
- viii. Motor Vehicle Management
- ix. Fixed Assets
- x. Payments
- xi. Cash Management
- xii. General Ledger
- xiii. Pension
- xiv. Reports / Inquiry

All screens make use of Function Keys

5.1 ASSESSMENT

Main Menu

- i. Work with Premises
- ii. Assessment Inquiry
- iii. Assessment Reports
- iv. Property Revisions

Main Reference Entities

- i. Wards, Streets
- ii. Construction Category/Type
- iii. Available Utility Services
- iv. Property Condition
- v. Zones
- vi. Tenancy
- vii. Assessors
- viii. Inspectors
- ix. Valuation Formula
- x. Customer
- xi. Building density
- xii. Assessment Unit of Measure
- xiii. Ownership Type
- xiv. Main usage, Sub usage
- xv. Assessment Reason

Other Files

Property Accounts
Amalgamations
Revisions
Objections/disputes
Property Formulas
Property Utilities
Subdivisions
Annual Assessment Notices
Valuation Lists
Annual value, Quarter rate
Opened Accounts, Closed Accounts

Main Functions

Work with : Customers, Premises
General Property Details
Property History
Disputes/Objections
Plan Approval
Rates Formula
Amalgamation
Subdivision
Annual Assessment
Annual Assessment Notice

Main Reports

Ownership Certificate, Objections, Assessment Book Extract,
Valuation List, Annual Assessment Notice, General Property Details, Property History
Land Value Report
Objection Status Report
Annual Value/Quarterly Rate Summary

5.2 RATES

RATES MAIN MENU

- i. Rates Clerk
- ii. Rates Accounts
- iii. Cheque Letters
- iv. Distraining Officer Weekly payments
- v. Rates Collection through Bank
- vi. Clear Cheque – Interactive
- vii. Receipt Correction Adjustment
- viii. Rates Inquiries
- ix. Rates reports
- x. Warrant Reports
- xi. Audit Reports

RATES CLERK MENU (for Counter Clerks)

- i. Rates Bill (online billing)
- ii. Account Ledger
- iii. Print Account Ledger
- iv. Account Summary
- v. Pending Receipt
- vi. Rates Bill – RI
- vii. Street Name Inquiry
- viii. Opening Balance Adjustment
- ix. Statement of Account

Main Reference Entities

- i. Wards, Streets
- ii. Construction Category/Type
- iii. Available Utility Services
- iv. Property Condition
- v. Zones
- vi. Tenancy
- vii. Assessors
- viii. Inspectors
- ix. Building density
- x. Unit of Measure
- xi. Ownership Type
- xii. Main usage, Sub usage
- xiii. Assessment Reason
- xiv. Customer
- xv. Property Account
- xvi. Discount Plan

- xvii. Penalty Plan
- xviii. Distraining Officers
- xix. Revenue Inspectors
- xx. Rating Type/category
- xxi. Property Classification
- xxii. Remission date Control
- xxiii. Revision Years/Wards

Revenue Inspectors pursue collection of rates from major defaulters, and Distraining Officers collect rates from minor defaulters.

OPERATION MAIN MENU

- i. Day End Operations
- ii. Week End Operations
- iii. Month End Operations
- iv. Quarter End Operations
- v. Year End Operations
- vi. Spool files
- vii. Active Jobs
- viii. Queries

Important Outputs

Ward Summary
Grand Summary
Annual Assessment Notices
Year End Final Accounts

5.3 INVENTORY

Main Menu

- i. Purchase Order
- ii. Purchase Return
- iii. Goods Received Note
- iv. Goods Issue Note
- v. Fuel Issue Note
- vi. Issue Return
- vii. Transfers
- viii. Adjustments
- ix. Write-off Consumables
- x. Disposal of Inventory Articles
- xi. Loan Account Issue Note
- xii. Loan Account Return Note
- xiii. Inventory Articles Adjustment
- xiv. Purchase Order Cancellation
- xv. Online Function (Online PO)
- xvi. Inquiry
- xvii. Reports

- xviii. Month End Functions
- xix. Year End Functions

Main Reference Entities

- i. Stores (Located in different parts of City)
- ii. Suppliers
- iii. Owner Department
- iv. Cost Centers
- v. Item Groups
- vi. Items
- vii. Item Types/ Categories
- viii. Employees
- ix. Reasons

Inventory Items:

Items for Civil Engineering, Road Construction, Water Supply, Drainage, Sewerage Systems, Electrical, and Mechanical Engineering;
Motor Vehicle Parts, Medical (Western), Medical (Indigenous), Office Equipment, Stationery, General Consumables, Uniforms, Tools etc

Main Transactions

- i. Purchase Orders, PO Cancellations
- ii. Goods Received Notes, Goods Returns
- iii. General Issues, Issue Returns
- iv. Fuel Issues
- v. Transfers
- vi. Adjustments
- vii. Write-offs
- viii. Disposals
- ix. Loan Account Issue Notes (LAIN) - Issues to employees
- x. Loan Account Return Notes (LARN)

Most data are stored in Normalized Form

Other

Various Online Inquiries

Individual Item Transaction History

Inventory Reports :- Stocks, by Stores, by Inventory Budget Group; Opening Stocks, Age Analyses

Issues :- by Cost Center, by Department, by Category

Fuel Issues :- by Cost Center, by Department

Budget Variances, Reset Budgets

Stock Verification Sheets

Stock Valuation

Inventory – GL Interfaces

Inventory – Payments Interfaces

Inventory Rescheduling :- POs, GRNs,

PO-Budget Reversals

Pending :- Issues, Transfers,

Unposted backlog Clearance

Data Complications

GRN Issued before PO

Goods Issued Before GRN, Before PO

Missing GRN

Missing IN, LAIN etc

Missing PO

Item Code Errors (motor spares, other items)

Item Size Errors (eg timber section, length)

Pack Size Errors

Opening Stock Errors

Same Application/Transaction Type is performed in Batch and Online modes

At present GRN and Issues are entered in batch mode, and POs mainly in online mode.

5.4 FIXED ASSETS

Fixed Assets Main Menu

- i. Fixed Assets Register
- ii. Reports
- iii. Year-End Functions

Main Reference Entities

- i. Fixed Assets
- ii. Employees
- iii. Departments/Branches
- iv. Employee-Fixed Assets

Control Processes

Annual Verification Input : Input Year-end physical verification data.

Fixed Assets Opening Balance Entry – opening balance with each employee.

LAIN/LARN Entry- Loan Account Issue and Return Notes.

5.5 MOTOR VEHICLES

Main Menu

- i. Spare Parts Issue Note
- ii. Job Entry/ Closure
- iii. Issue Entry – Stores
- iv. External Job Cost

- v. Labor Cost Entry for Jobs
- vi. Reports
- vii. Month End Functions

5.6 OTHER REVENUE

There are several types of “Other Revenue” and separate programs are used because of differences in business logic.

Main Menu

- i. Counter Receipt Generation
- ii. Back Office
- iii. Trade
- iv. Minor Income
- v. Cinema
- vi. Meat Stalls
- vii. Miscellaneous
- viii. Other Income
- ix. Markets
- x. Encroachments and Advertisements
- xi. Temporary Customers

Functions

Revenue Code Maintenance (Revenue Code is a 4 digit code)
Revenue Charges Maintenance
Revenue Number Maintenance (3 digit)
Reminder Description Maintenance
Encroachment Maintenance
Advertisement Maintenance
Location Maintenance
Cinema Maintenance
Customer Maintenance
Market Maintenance
Meat Stall CMC Maintenance
Meat Stall Non-CMC Maintenance
Plumbers Maintenance
Parking Permits Maintenance
Supermarket Maintenance
Trades Maintenance
Well Maintenance

Sub Modules

Trade Sub Module
Minor Income Sub Module
Cinema Sub Module
Meat Stall Sub Module
Miscellaneous Sub Module
Other Income Sub Module

Market Sub Module
Encroachments and Advertisements Sub Module
Temporary Customer Sub Module

Sub Module Functions

Each Sub Module provides Transactions, Online Inquiries, and Periodic Reports.

Trade Sub Module – Trade License, Tax on Trade, Tax on Business; Detail Transactions, Reminders, Payments, Issue Receipt, Issue License

Minor Income Sub Module - Detail Transactions, Reminders, Payments, Issue Receipt, Issue License

Cinema Sub Module – Cinema Recommendations, Reminders, Cinema License, Entertainment Tax, Show-wise transactions, Issue receipt, Issue License

Meat Stall Sub Module – CMC and Non-CMC detail transactions, Fee payments, Issue Receipt, Issue License

Miscellaneous Sub Module (Rent and License Fees for Plumbers, Parking Permits, Wells) – Reminder detail transactions, Fee Payments, Issue Receipt, Issue License/Permit

Other Income Sub Module (Land tax, Auctioneers, Stamp Duty on deeds etc) - Reminder detail transactions, Fee Payments, Issue Receipt, Issue License

Market Sub Module (Market Rent and License Fees) - Reminder detail transactions, Fee Payments, Issue Receipt, Issue License

Encroachments and Advertisements Sub Module - Reminder detail transactions, Fee Payments, Issue Receipt, Issue License

Temporary Customer Sub Module (Bicycle License, Boutiques /Banners /Reservations /Entertainment Events) - Fee and Deposit Payments, Issue Receipt, Issue License/Permit, Refund fees.

5.7 PAYMENTS

Main Menu

- i. Parameters
- ii. Maintenance
- iii. Daily Transactions
- iv. Cancellation of Issued Cheques
- v. Stop Payment for Issued Cheques
- vi. Daily Cash Sheet
- vii. Abatement Sheet
- viii. Inquiry
- ix. Reports

- x. Recoveries

5.8 SHROFF

Shroff Main Menu

- i. Allocate / Deallocate Shroffs
- ii. Inter-Shroff Transactions – cash, cheques
- iii. Deposits to Bank- cash, cheques
- iv. **Front Office Transactions (online)** – receipts : cash, cheque, credit card; payments.
Note: Customer pays multiple receipts (sometimes more than 40 receipts) by one cheque.
- v. Inquiry –Individual shroff balance, shroffs' cash and cheques in hand, current day transactions, current day pending transactions
- vi. Reports
- vii. Batch Transfer to G/L (Day End)
- viii. Back Dated Cheques
- ix. Batch On/Off
- x. Combined Cheques
- xi. Cheque Details Inquiry
- xii. Receipt Inquiry (Cheque Information)
- xiii. Test Printer

5.9 CASH MANAGEMENT

Bank Accounts are used in 3 ways :

Some are for Collections only, some for Payments only, and some for Collections and Payments.

Bank Statements of some Bank Accounts are loaded from magnetic medium and others are input manually. Rate payers and other customers pay directly to banks, in addition to payment to shroff at Town Hall.

Main Menu

- i. Bank Statement Entry
- ii. Transfer from Magnetic Media
- iii. Bank Reconciliation Process
- iv. Modify Reference in Statement
- v. Difference of Unmatched Amounts
- vi. Split Statement Entry
- vii. Cheque Returns
- viii. Inquiries / Reports

Transactions

- i. Bank Advice
- ii. Confirmation Vouchers
- iii. Cash Deposit Slip, Cheque Deposit Slip
- iv. Returned Cheques

- v. Realized Cheques
- vi. Cancelled Cheques
- vii. Unpresented Cheques

5.10 GENERAL LEDGER

Main Menu

- i. Define Parameters
- ii. Master File Maintenance
- iii. Funds Reserve
- iv. Journal Entries
- v. Change Apply Date
- vi. Code Corrections
- vii. G/L Processing
- viii. Inquiry
- ix. Reports
- x. Refundable Deposit
- xi. Realize Deposited Receipt
- xii. Bank Balance
- xiii. Sundry Creditors Entry

The G/L account code is numeric and consists of the following:

| Component | Length |
|------------------|---------------|
| Account Category | 1 |
| Work Program | 1 |
| Department | 2 |
| Sub Department | 2 |
| Object | 2 |
| Detail | 2 |

Manual Journal Entries are allowed only for Adjustments, Transfers and Recoveries. Other Journal Entries occur through Inventory, Fixed Assets, and Motor Vehicles which are integrated to G/L.

Budgetary Control

Budgetary control is exercised through G/L.

INQUIRIES

Account Details

Day's Transactions : for a particular terminal/ particular user/ all transactions in system

Pending Transactions

Past Transactions

Past Entries

MAIN REPORTS

Trial Balance at different levels

Budget Variance for Revenue and Expenditure : Work Program Level/Object/Detail / Dept. Level

Balance Sheet

Revenue Report

Expenditure Report

Sub Modules of General Ledger System

- i. Shroff Sub Module for Revenue (Receipts) Entries; Batch mode update of G/L
- ii. Payment Sub Module for Expenditure Entries. Online Interaction with G/L
- iii. Cash Management and Bank Reconciliation

Entries to General Ledger

Entries can be passed to G/L through a Journal Entry program which allows transfers between accounts as well as adjustments.

There are two interface programs that can be used by other modules to pass entries to G/L. One program allows only two entries to be passed in one transaction and the other allows more than two entries in one transaction.

6. REQUIRED IMPROVEMENTS

6.1 Bill and Receipt

(Ref : Rates Module, Other-Revenue Module, and Shroff Module)

At present the customer goes to a billing counter and gets a “Bill” for the amount he/she wishes to pay in order to cover arrears, penalties, current period dues etc. The billing clerk views all dues of customer and customer decides what items he/she wishes to pay. **Bill contains the total amount** being paid and does not list the separate items which make up that total, but those details are stored in computer

Customer then goes to a Shroff / cashier counter with the bill, and makes payment in cash, cheque, or credit card. Cashier inputs the **bill number** to access bill data and prints the receipt containing item details and the total amount. At present the Shroff module recognizes only two modes of payment – cash and cheque. **Credit Card payments** were implemented recently and are at present recorded as cheque payments with a specified bank code. Data of credit card payments are received as text files from relevant banks and loaded to the ISERIES for update of individual customer accounts.

The following modifications are required :

- i. Provide a new function to **print the Receipt directly without the 2 stages** of billing and receipting.
- ii. Provide for a separate **mode of payment for Credit Cards**, and improve the software related to import of text file data to ISERIES and customer account update, for reliable and simpler operation.

- iv. Develop programs to import data from these text files, validate, and update receipts and customer accounts.

iv. **Payment of Rates to CMC's Bank of Ceylon account and Peoples' Bank account.**

Rate-payer fills the paying-in slip (PISlip) at bank in 3 copies and writes his premises account number PAN, premises assessment number, and the amount. Premises Account Number and amount are given in the statements given by the two banks, and bundles of "CMC copy" of PISlip are submitted by banks monthly or weekly. CMC inputs data from paying-in slips to computer and updates premises accounts. In event of missing PAN or incorrect PAN, the amount is held in suspense. Later, sometimes many months later, the PAN is found and entered to computer. But if bank reconciliation program has been executed, then such data cannot be entered.

a) System should be modified so that when PAN is identified later, it can be input and the premises account can be updated even if bank reconciliation program has been executed.

a) The two banks will hereafter submit bank statements daily by email, as text file or MS Excel worksheet. This data must be loaded to the database so that premises accounts can be updated daily instead of monthly.

iv. Data of Rates paid at Bank of Ceylon branches are input to computer manually from the monthly printed statements submitted by bank. Data from People's Bank is received weekly on diskette and loaded to computer system. As a result rates payments to bank get updated to individual Rate-Payer accounts several weeks or months after the actual payment, and by that time the system has already charged Warrant Cost (penalty) for non-payment and sent Demand Notices. Rate-payers also lose the Discount when payment is recorded late. These transactions have to be reversed when the irate rate-payers call over with explanations. Reversal is difficult at present if bank reconciliation program has been executed. At times the Rates A/C number is not in the payment transaction, so it cannot be posted to the individual Rates A/C, and the money is held in suspense, until the particular rate-payer finds out and informs.

The two banks have been requested to send the data daily as text files by email. It is necessary to write programs to import data from text file, validate same and update individual rate-payer accounts.

v. **Receipts of Other-Revenue**

There are about 40 types of Other Revenue - Trade tax, Trade license, Entertainment tax, Market stall rent, House rent, Hawker rent, Cemetery, and so on - and each type has its own bill and receipt programs. Each receipt shows VAT and NDT taxes as applicable. Introduction of a change such as tax that is applicable to several or all types of Other Rev is difficult because of the multiplicity of programs. Modify the OR programs so that all OR bills and OR receipts are prepared by one or two common functions to which parameters are passed by the relevant calling programs.

vi. **Receipt of Rates and Other Revenue via the Internet**

Citizens inquire their account status, that is dues, and make payments through the Internet. For this purpose, information of all account status of recurring payments such as Rates and Rents are transferred from iSeries to website at predetermined intervals, and receipts data are transferred from website to Town Hall, and relevant accounts are then updated in the iSeries

6.2

6.2.2 Improvement of Maintainability of the Software

- i. Design the software so as to improve maintainability.
- ii. For this purpose it is necessary to review the existing design and prepare alternative **designs of data files as well as programs**, and implement what is most suitable in the long term.

It is possible that during the past years, code has been added to correct an identified error at a later point in the program, whereas the error causing code is still functional. That is the erroneous logic remains, but new code in a later part of the program computes the correct answer and overwrites the wrong answer.

6.2.3 Report Generation

As per the requirement of the IT Department , report generation to be done.

7. REQUIRED QUALITY OF SOFTWARE AND MAINTENANCE RESPONSE

7.1 REQUIRED QUALITY OF SOFTWARE

Software changes, modifications, corrections, improvements, and additions by the contractor must ensure a high quality of software. In particular the software must have the following characteristics:

- i. Readability of source programs: it must facilitate understanding of processes and program logic by other programmers; it must be thoroughly documented.
- ii. Maintainability: should facilitate maintenance of the software.
- iii. Modifiability: should facilitate modification.
- iv. Efficiency: speed of processing must be high during program execution.
- v. Efficiency: the software must be efficient in usage of main memory and disk storage.
- vi. Facilitates Auditing of application systems.
- vii. Ensures Security of data and programs.
- viii. Facilitates Recovery in the event of system failure, and loss or corruption of data or programs.

7.2 AUTHORISATION FOR MODIFICATION OF SOFTWARE AND FILE/TABLE STRUCTURES

All software changes, modifications, corrections, improvements, and additions, and amendment of file or table structures and introduction of new files/tables by the contractor must be permitted and authorized by the Buyer.

Any unauthorized modification or addition of software, and amendment of file or table structures and introduction of new files/tables by the contractor will be reason for termination of contract by the Buyer and legal action by the Buyer against the contractor.

7.3 MAINTENANCE RESPONSE

- i. Two (2) Expert Programmers on RPG Language or Analyst Programmers stationed full time at CMC must ensure immediate attention regarding removal of bugs, and recovery, & report generation so that CMC's business operations will proceed with minimal interruption. This specialist must be supported by others.
- ii. Those above mentioned two expert programmers should have the basic knowledge about the other computer languages for the new software integration purposes. The new software will be developed by the below languages. Java, C Sharp, Postgres, SQL Server, Oracle, PHP, My SQL as per the future plans
- iii. The time duration, in number of days and hours, required for each program maintenance task, - namely removal of bugs, changes, additions, and improvements, - will be set and agreed by the contractor and the Buyer. The time duration will be that required for the task by a competent party who has knowledge and understanding of the purpose, processing method, logic and detail steps of the relevant application software and its components. Each task must be satisfactorily completed by the contractor within the agreed time duration.
- iv. The contract will be terminated and the performance bond will be forfeited if the services as given in 6.2 (i) and 6.2 (ii) above is not provided, or the maintenance staff are unable to remove bugs within a reasonable time or the contractor's services are otherwise unsatisfactory.
- v. Training should be conducted to the CMC internal staff as per the request of the IT Department.

8. BID FORMAT

- i. Bidder's Qualifications, including qualifications and work experience of staff who will be assigned work of CMC, and if relevant, the Subcontractor's Qualifications
- ii. Reference Sites of Bidder and if relevant, of Subcontractor
- iii. Statement of Compliance with Tender Conditions and Specifications
- iv. Annual charges

COLOMBO MUNICIPAL COUNCIL

**BID FOR MAINTENANCE OF APPLICATION SOFTWARE
ON IBM iSERIES (AS/400) COMPUTER SYSTEM FOR THREE YEARS.**

BID CONDITIONS AND INSTRUCTIONS TO BIDDERS

SCOPE OF THE BID

Bids are hereby invited by the Chairman, Municipal Commissioner, Colombo Municipal Council, for "Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System for three years". The system is implemented at Colombo Municipal Council, Town Hall, Colombo 3, and other locations.

Bids will be qualified on their financial standing, qualifications and experience of staff, and experience in development and maintenance of application software for IBM AS/400 computer systems as detailed in the bid Conditions and the Specifications.

The bid is for maintenance of the Municipal Council Application System (MCAS), at present in operation on a network with IBM iSeries computer system, excluding the Motor Vehicle Management Module of MCAS. The following services are required.

- i. Maintain the MCAS software and interface programs to satisfy business requirements.
- ii. Maintain the software for efficiency in terms of resource requirements, speed of execution, speed and error-free user actions, and to improve maintainability.
- iii. Remove programming errors and errors of business logic in software, as and when they are detected.
- iv. Change, add, and improve software as and when required, for purposes of efficiency, business requirements, and user friendliness.
- v. Organize existing software and all software corrections, modifications and improvements.
- vi. Integrate the new software systems to the MCAS & automate.
- vii. As per the requirement Report Generation.
- viii. Assist in system operations. Recover data and application programs in the event of corruption or loss.
- ix. 2 (Two) trainings per year on application software should be conducted to the CMC internal staff as per the request of the IT Department per training session the price should be mentioned separately.

- x. **Two (2) expert programmers on RPG Language must be stationed at CMC full time.** Normally, one of these specialists will be engaged in report generation, and the other in attending to program errors and modifications.
- xi. Those above mentioned two programmers should be at CMC from 8.30 am to 4.30 pm on all the working days.
- xii. On an unavoidable circumstances, those programmers should come to CMC on Saturdays also. They may get a duty leave with the acceptance of the Head of IT Div. (MT's)
- xiii. The existing **"IBM Power 6"** server will be upgraded with **"IBM Power 10"** server and the data will be migrated. For that data migrating task this selected bidder should support by communicating with the new server vendor.
- xiv. After replacing the **"IBM Power 10"** server, the existing **"Twinax"** printing technology will be obsoleted and the existing line printers (04No's) should be connected and printer ques should be configured through **"UTP"**.
- xv. In the future there will be Web based software systems and those should be integrated with **"MCAS"** as per the CMC requirements.

Bidders **should be eligible as detailed in the Conditions** for acceptance for evaluation of their bids.

1.0 **RECEIPT OF TENDERS**

All bids should be submitted in original with duplicate sealed under one cover and should addressed to:

Municipal Commissioner,
Colombo Municipal Council,
Town Hall,
Colombo 7.

- 1.1 Bids should be submitted only on the set of bid documents obtained from the Colombo Municipal Council at the above address. Bids should either be deposited in the Tender Box kept in the Municipal Sectaries Department, Town Hall Colombo 07 before closing time and date published in the newspaper and maintained for the purpose or sent by post under registered cover. The sealed cover in which the bid is enclosed should be marked **"Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System"** at the top left hand corner of the cover and should be received at the above address on or before 10 a.m. on
- 1.2 Alternative bids are not to be allowed.
- 1.3 Any bid received after the closing time will be rejected unopened. Postal or other delays will not be considered as valid reasons for acceptance of late bids.

2.0 **OPENING OF TENDERS**

- 2.1 Bids will be opened at the above address soon after bids are closed. The Total Bid Price only will be read out.
- 2.2 The Bidder or his duly authorized representative may be present at the time of opening of bids.

3.0 **BID SECURITY GUARANTEE**

- 3.1 Each bid must be accompanied by a Bid Security Guarantee shall be for Rs. 300,000/- acceptable to the Colombo Municipal Council. The Bid Security Guarantee should be submitted with the bid. This Bid-Bond may be offered in one of the following alternative forms format is attached.

- 3.2 The validity of the Bid Security Guarantee should be at least 180 calendar days from the date of opening of tenders.
- 3.3 Any tender not accompanied by a bid guaranty pursuant to clause 3.1 will be rejected and no further consideration will be given to such bids.
- 3.4 After the award has been finalized the Bid Security Guarantee will be released to the respective bidders with the exception of the successful bidder. The Bid Security Guarantee of the successful bidder will be released after furnishing of required Performance Security and signing of contract agreement by the bidder.
- 3.5 The successful bidder on receipt of the letter of acceptance of bid should within seven (07) working days submit the Performance Security Guarantee and sign the contract agreement with the Commissioner, Colombo Municipal Council.
- 3.6 In the event of successful bidder failing to provide performance Security Guarantee and to sign the contract agreement within the stipulated time period referred to in paragraph 3.5 above, the bidder is liable to forfeit the Bid Security Guarantee or undergo any other penalty imposed by the Colombo Municipal Council or liable to accept both forfeiture of the Bid Bond and acceptance of any other penalty imposed by the Colombo Municipal Council.
- 3.7 No interest will be paid on any deposit or guaranty.

4.0 MINIMUM VALIDITY PERIOD OF OFFERS

- 4.1 All offers shall be valid for a minimum period of 180 (one hundred eighty) calendar days from the date of closing of the bid until award and shall be maintenance for three years period from date of award.
- 4.2 All prices quoted shall be firm and shall not be subject to any price variation within the validity period of offer specified above.

05. POWER OF COLOMBO MUNICIPAL COUNCIL TO ACCEPT OR REJECT OFFERS

The Colombo Municipal Council reserves the right to reject any or all bids or any portion of the bid without adducing any reason. The bid Board may award the contract for any particular set of software modules at the quoted maintenance charges for each module. The Colombo Municipal Council is not liable and not bound to accept the lowest price bids.

06. COMPOSITION AND EVALUATION OF BIDS

- 6.1 Bidders will be qualified on the information furnished by the Bidders regarding their corporate and staff strength, ability to perform contracts of this nature, and satisfactory performance in development and maintenance of application software for IBM iSeries / AS/400 systems comparable to that of CMC. The following will be examined as stated and provided by the Bidders, in the Form for Qualification, Schedule A(1). (See Clause 26.1).
- a) Computer applications developed and maintained by the Bidder for IBM iSeries / AS/400 computer systems, particularly systems developed in RPG/RPGLE and comparable to MCAS.
 - b) Qualifications and Experience of the Bidder's relevant system development staff and hardware maintenance staff.
 - c) Qualifications and Experience of the Bidder's system development staff who will be assigned the work of maintaining MCAS.
 - d) Reference sites.

- 6.2 The offers will be compared on the following basis and the most responsive bid will be selected (See Clause 26.2).
- a) Compliance with the bid conditions.
 - b) Bidder's qualifications and ability to commence the required maintenance work quickly.
 - c) Maintenance cost. The total maintenance cost over the next three years will be computed for evaluation purposes by discounting future year maintenance charges at 12% per annum.

7. WARRANTY

- 7.1 The contractor guarantees to the Commissioner, Colombo Municipal Council, that software maintenance under the contract will comply strictly with the requirements of the contract.
- 7.2 The contractor shall further guarantee that no equipment, materials, software (programs) or data of the CMC or at CMC will be damaged or lost by any actions or negligence of the contractor's staff.
- 7.3 The contractor guarantees that all software and data will be treated in the strictest confidence.
- 7.4 The contractor guarantees that his staff, particularly those assigned for CMC work, are fully trustworthy.
- 7.5 The warranty agreement should be entered into with the Commissioner, Colombo Municipal Council.

8. SCHEDULE OF PRICES

- 8.1 Bidders shall complete and sign the prescribed form of schedule of prices. The charges quoted should be for all the required maintenance services. The net price should cover travel and any other expenses incurred on maintenance work.. Failure to provide the net price may result in the bid being considered as a non-responsive bid. The price schedule should be submitted with the bid.
- 8.2 The price quoted should be written clearly in ink or typewritten and must be in figures and repeated in words. If there is a discrepancy between the prices stated in figures and words, the prices stated in words will be taken as correct.
- 8.3 Any alteration in the offers should be initialed by the Bidder. Failure to do so will result in the offer being treated as informal and it will be rejected.

9. PROOF OF ABILITY

- 9.1 Bidders should be prepared to produce documentary evidence of ability to carry out the supply, installation, commissioning, and maintenance for which bids are invited, if called upon to do so, before bid is awarded to them.
- 9.2 Bidders should be prepared to disclose reference sites, the contact persons and other information of their installations, which will be kept confidential by the Colombo Municipal Council.
- 9.3 Bidders should be prepared to produce copies or originals of Certificates and agreements pertaining to the bid, which will be kept confidential by the Colombo Municipal Council.

10 ELIGIBLE BID/BIDDER

- 10.1 The invitation for Bids is open to all reputed software development and maintenance parties with at least five (5) years of experience in development and maintenance of business applications for IBM iSeries / AS/400 computer systems in RPG/RPGLE, and system operations of IBM iSeries / AS/400 computer systems. The experience of the bidder and his staff must be clearly stated in the bid.

- 10.2 Alternatively, if the bidder will engage a third party or sub-contractor for a part of the services required by CMC, then a) that party should have the required minimum of five (5) years of experience in development and maintenance of business applications for IBM iSeries / AS/400 computer systems in RPG/RPGLE, and b) Bidder must have at least five (5) years of experience in development and maintenance of business applications on DB2 or Oracle or Informix, comparable to the online business applications of CMC with more than 70 terminals Experience of bidder and his staff, and that of the third party or subcontractor and their staff, must be clearly stated in the bid.

11. PERFORMANCE SECURITY GUARANTEE

- 11.1 A sum equivalent to ten percent (10%) of the total value of the contract in cash or by Bank Guaranty is required as a Performance Security Guarantee for the due fulfillment of the contract by the successful bidder. If the Commissioner of CMC is of opinion that the performance of the successful bidder is unsatisfactory and that there is a breach of the stipulated conditions of the agreement, the Performance Security Guarantee is liable to be forfeited and the contract terminated.
- 11.2 The Performance Security Guarantee will be returned to the supplier at the end of the contract period if the performance is satisfactory.

12. NOTIFICATION

- 12.1 Notice of acceptance of the bid will be sent to the selected bidder by registered post to the address given by him/them in the bid.

13. CONTRACT NOT TO BE SUB-LET

- 13.1 The Contractor shall not assign or sub-let the contract or any part thereof or any benefit or interest therein to any third party without the prior written consent of the Commissioner, Colombo Municipal Council. The contractor shall not issue a power of Attorney to any person whose name is on the list of defaulting contractors for carrying on work under the contract.

14. SIGNING OF THE CONTRACT AGREEMENT

- 14.1 The successful bidder should enter into a contract agreement within the stipulated time as in clause 3.5 with the Commissioner, Colombo Municipal Council. The successful bidder must be prepared if so required by the on acceptance of tender to provide two good and trustworthy sureties acceptable to the Commissioner to guarantee the due fulfillment of the contract and the punctual performance of the agreement.

15. APPLICABLE LAW

- 15.1 The bids and any contracts resulting there from shall be governed and abide by the laws of Democratic Socialist Republic of Sri Lanka.

16. FORCE MAJEURE

- 16.1 Neither party will be held responsible for failing in the execution of its contractual obligations in case their execution is delayed or hampered by force majeure events.
- 16.2 In the execution of the contract the term FORCE MAJEURE includes but is not restricted to acts of god, acts of Civil insurrection, fires, floods, epidemics, strikes, freight embargoes and explosions.

- 16.3 If the contractor notifies the Commissioner in writing of the cause of such failure within 30 days from the beginning thereof, he may grant an extension of the delivery time when, in his judgment the facts justify such an extension. His findings shall be conclusive, subject only to the contractor's right of appeal under the arbitration clause of the contract.

17. LIQUIDATED DAMAGES

- 17.1 Software maintenance and operational support services shall be provided as specified in the contract. If the contractor shall fail to provide the services as required and in the absence of force majeure, the Commissioner Colombo Municipal Council, may, without prejudice to any other remedy he may have under the contract, deduct from the contract price as liquidated damages not as a penalty, the following.

i. If a particular module is affected and cannot be used further, then 2% of the annual maintenance charges of that module, per day production is lost, up to a maximum of 20% of the annual maintenance charges of that module.

ii. If use of more than one module is affected, then 2% of the sum of annual maintenance charges of the affected modules, per day production is lost, up to a maximum of 20% of the annual maintenance charges of those modules.

- 17.2 The Commissioner, Colombo Municipal Council may without prejudice to any other method of recovery deduct the amount of such damages from any moneys in his hand, due or which may become due to the contractor. The payment of deduction of such damages shall not relieve the contractor from his obligations and liabilities under the contract.

18. TIME DURATION OF SOFTWARE MAINTENANCE TASKS

The time duration for each software maintenance task will be agreed upon by the contractor and the Buyer, as stipulated in the Specifications.

19. EXPLANATION TO BUYER'S STAFF AND DOCUMENTATION

- 19.1 The contractor shall explain clearly to the Buyer's computer staff, the design and coding implemented by the contractor for removal of bugs, changes made to programs, and additions, and improvements made by him.
- 19.2 All program changes, removal of bugs, additions and improvements must be thoroughly documented in program source code and in manuals.

20. MODE OF PAYMENT

- 20.1 Payments will be made quarterly upon production of the Invoice/Invoices, and certification by Treasurer CMC, that the services have been provided satisfactorily.
- 20.2 partial payment for faults or absence of programmers as per the Commissioner's advice.

21. TERMINATION OF THE CONTRACT

- 21.1 The Commissioner, Colombo Municipal Council may without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the contract in whole or in part:

- a. If the contractor fails to provide the services as required and within the time agreed, or any extension thereof granted by the Commissioner, Colombo Municipal Council.
- b. If the contractor fails to perform any other obligation(s) under the contract
and
If the contractor in either of the above circumstances, does not respond within a period of ten (10) calendar days after receipt of the notice of default from the Commissioner, CMC, specifying the nature of the default(s).

22. TIME EXTENSION FOR THE CONTRACTOR'S PERFORMANCE

- 22.1 Maintenance services shall be provided by the contractor in accordance with the time durations agreed upon as stated in clause 19.
- 22.2 The contractor may claim extension of the time durations in case of Force Majeure events or, reasons related to nature of the software, computer system, or the Buyer's business operations.
- 22.3 The contractor shall not be entitled to an extension of time for completion of tasks unless the contractor at the time of such circumstances arising (immediately) has notified the Commissioner, Colombo Municipal Council, in writing, of the delay that it may claim as caused by circumstances pursuant to clause 23.2 above, and upon request of the Commissioner, Colombo Municipal Council, the contractor shall substantiate that the delay is due to the circumstances referred to by the contractor.

23. GENERAL PROVISION

- 23.1 The contractor shall indemnify the Democratic Socialist Republic of Sri Lanka against any claim by or in respect of any employee of the contractor under the Workmen's Compensation Ordinance, No. 19 of 1934 or any statutory amendments, modifications or extensions thereof.
- 23.2 Contractors shall acquaint themselves fully with the conditions of the contract. No plea for lack of information will be entertained at any time.
- 23.3 Commissioner, Colombo Municipal Council, notwithstanding this agreement shall be at liberty to make other arrangements for maintenance services, should it appear advisable to him to do so, and in such an event the contractor shall not be entitled to claim any damages against the Commissioner, Colombo Municipal Council.

24. DECLARATION OF THE DIRECTORS AND FINANCIAL DETAILS

- 24.1 Bidders should declare in the case of Private Company the names of all Directors and Shareholders of the Company. If the company is a Public Company, the names of Directors should be declared.
- 24.2 Bidders should declare the past three years financial details of the Company, providing the copies of audited accounts and bank references. Bidder net worth of last year shall be positive last three years average total income shall be 08 Million.
- 24.3 Information provided under this Clause will be maintained confidential by the Colombo Municipal Council and the Technical Evaluation Committee.

25. DETAILS TO ACCOMPANY THE BID

25.1 The following details and documents should accompany the bid.

- a. The Qualification Form completed and duly signed together with relevant documents – Schedule A(i)
- b. Bid Bond vide clause 3.0 – Schedule A(ii)
- c. Documents as proof of ability vide clause 9.0.
- d. Customer and systems list.
- e. Bid Form duly signed – Schedule B(i).
- f. General Conditions of the bid duly signed.
- g. Schedule of Prices duly signed – Schedule B(vii)
- h. Declaration of Directors vide clause 25.0.

The above documents and any other deemed necessary, shall be enclosed in an envelope or wrapper and sealed, in duplicate, stating the name and address of the bidder and stating “Bid for Maintenance of Application Software on IBM iSeries / AS/400 Computer System” on top left corner of the envelope or wrapping.

26. FURTHER INFORMATION

- 26.1 Further information can be obtained from the Municipal Treasurer, Colombo Municipal Council, Town Hall, Colombo 7, on any working day between hours of 10.00 a.m. to 3.30 p.m. until the close of bid.

I/We agree to abide by the above conditions of bid.

Date :

Signature of Bidder and Designation
Company Seal

Address:
.....
.....

Schedule A(i)

Specimen Form for Qualification of Bidder

Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System.
Instruction to Bidders

1. The system for which maintenance services are requested by this bid is utilized for vital business activities of the Buyer. The contractor should be able to maintain the software and provide system operations support for flawless operation of the system.
2. The details requested in this Specimen Form should be completed with great care providing all genuine information which could be verified from other sources.

Qualification Details

1. Name of Bidder :
 Name of Company :
 Nature of Organization :
 (State whether Individual, Corporation, Partnership or other)
 Office Address :

 Telephone :
 Fax :
2. Name of Directors :

3. Corporate standing with regard to IBM AS/400 computer systems.

4. Date and Number of Business Registration :
 (Copy of the registration should be enclosed).....
5. What was the first application software developed by the bidder for IBM iSeries / AS/400 computer systems:
 Client
 iSeries / AS/400 model and configuration:
 Brief Description of Application:

 Duration. Start date : End Date
- 6.1 Please give a list of software development and maintenance assignments completed by the bidder and those in progress, as evidence of required experience.

| Client | AS/400 model | Application | Duration |
|--------|--------------|-------------|----------|
| | | | |
- 6.2 Software development and maintenance staff of bidder.

| <u>Designation</u> | <u>Name</u> | <u>Date of Appointment</u> | <u>Qualifications</u> | <u>Experience</u> |
|--------------------|-------------|----------------------------|-----------------------|-------------------|
| | | | | |

.....

.....

Please attach CVs of staff detailing work experience.

6.3 Hardware maintenance staff of bidder.

| <u>Designation</u> | <u>Name</u> | <u>Date of Appointment</u> | <u>Qualifications</u> | <u>Experience</u> |
|--------------------|-------------|----------------------------|-----------------------|-------------------|
|--------------------|-------------|----------------------------|-----------------------|-------------------|

.....

.....

.....

Please attach CVs of staff detailing work experience.

6.4 Reference Sites

Please give three (3) reference sites in the public sector, where software for business applications was developed and is being maintained by the bidder on IBM AS/400 computer systems. If the number of public sector reference sites is less than three, then give reference sites in the private sector too.

Client, AS/400 model, Applications, Duration of Development, Duration of Maint, Contact Person.

.....

.....

.....

.....

.....

.....

IMPORTANT NOTE:

If bidder does not possess experience in application software development and maintenance for IBM AS/400 or IBM iSeries computer systems, then a) details required in items 5, 6.1, 6.2, 6.3 and 6.4 must be provided for sub-contractor. In addition, b) details for the same items (5 to 6.4) must be provided in respect of bidder and his staff, but for relevant other systems (i.e. systems other than IBM AS/400 and RPG), stating also the RDBMS and languages used.

6. Financial Standing of the Bidder.

Audited Accounts for the Last two financial years and Bankers reference should provided.

I/We certify that the details given above (1 to 7) are true and accurate.

I/We attach hereto the following documents as part of my/our bid.

- a) Bid Bond vide clause 3.0
- b) Bid Decrement
- b) Documents as proof of ability vide clause 9.0.
- c) List of customers.

Address :

.....

.....

Telephone : Fax :

Signature of Bidder :

Name of Bidder:

Designation of Bidder :

Company Seal :

Date :

Schedule A(ii)

Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System.

SPECIMEN BID BOND FORM

BID SECURITY GUARANTEE

WHEREAS

.....(the bidder) has submitted his Bid dated
.....in response to the above invitation to Bid.

KNOW ALL MEN BY THESE PRESENTS THAT WE(the Bank) are firmly bound unto the Commissioner, Colombo Municipal Council (the Buyer) in a sum of rupees(Rs.....) to be paid on demand to the Buyer for which payment duly to be made we bind ourselves and our respective successors jointly and severally firmly by these presents. The conditions of this obligation are:

1. If the bidder withdraws his Bid during the period of Bid validity specified by the bidder on the bid Form, or
2. If the bidder having been notified of the acceptance of his Bid by the Buyer during the period of bid validity-
 - a) fails to execute the contract when requested, or
 - b) fails to furnish the performance Bond,

in accordance with the Information and Instructions to Bidders and Terms and Conditions of Bid.

then the Bank undertakes to pay the buyer the said amount as liquidated damages to the Buyer for such default according to and upon receipt of his first written demand without the Buyer having to substantiate his demand. Provided that, in such written demand, the Buyer shall note that the amount claimed by him is due to the occurrence of or both of the above two stated conditions.

In witness whereof the said has set their hands to these present aton this.....
.....day ofTwo Thousand and

.....
Signature of Authorized Official of Bank

Name and designation of the)
Authorized Official of Bank):

.....
Signature of Witness

Name and Address of Witness:
Sealed with the Common Seal of the Bank this day of Two
Thousand and

Schedule B(i)

Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System.

SPECIMEN BID FORM

Municipal Commissioner,
Colombo Municipal Council,
Town Hall,
Colombo 7.

Bid for Maintenance of Application Software on IBM iSeries (AS/400) Computer System.

1. I/We, the undersigned, having read and fully acquainted myself / ourselves with the contents of the "Information and Instructions to Bidders and Terms and Conditions of bid" pertaining to the above bid, along with Forms and Schedules thereto, do hereby undertake to provide the application software maintenance and system operations support services referred to therein, in accordance with the aforesaid Instructions. Terms and conditions, for a total Bid Price of Sri Lanka Rupees
(SL.Rs.....). The make-up of the aforesaid Total Bid Price is given in the accompanying Price Schedules.
2. I/We confirm that this offer shall be open for acceptance until
..... and that it will not be withdrawn or revoked prior to that date.

3. I/We attach hereto the following documents as part of my/our Bid:

- (a) Bid decrement duly signed
- (b) General Conditions of the bid duly signed
- (c) Special Conditions and bid Specifications
- (d) Offered Products and Services with their specifications
- (e) Schedule of Prices duly signed
- (f) Declaration of Directors vide clause 25.0, and Qualification Form.
- (g) Warranty vide clause 7.0
- (h) Test Reports and any other relevant documents or details.

4. I/We understand that The Colombo Municipal Council is not bound to accept the lowest Bid and that The Colombo Municipal Council has the right to reject any or all Bids or to accept any part of a Bid.

5. I/We undertake to adhere to the Delivery Schedules given in the respective Price Schedule.

6. My/Our Bank Reference is as follows:

.....

7. My/Our address for the purpose of this Bid and the Contract, if awarded, is as follows:

Address :

.....

.....

Telephone : Fax :

Signature of Bidder :

Name of Bidder :

Company Seal :

Date :

Schedule B (vii)

FORMAT OF PRICE SCHEDULE

Name of Bidder :

ANNUAL MAINTENANCE CHARGES

| Module | Year 1 Rs | Year 2 Rs | Year 3 Rs. |
|---------------|----------------------|----------------------|-----------------------|
|---------------|----------------------|----------------------|-----------------------|

| | | | |
|------------------------------|--|--|--|
| 1. Assessment | | | |
| 2. Rates | | | |
| 3. Inventory | | | |
| 4. Final Accounts | | | |
| 5. Motor Vehicle Mgt | | | |
| 6. Fixed Assets | | | |
| 7. Pension | | | |
| 9. Other Revenue | | | |
| 10. Payments | | | |
| 11. Shroff | | | |
| 12. Cash Management | | | |
| 13. General Ledger | | | |
| 14. Garbage Tax | | | |
| 15. e- Services | | | |
| Charges for Trainings | | | |
| VAT | | | |
| Total Charge | | | |

TOTAL CHARGES FOR THREE YEARS :

In Words (Sri Lanka Rupees) :

In Figures (Sri Lanka Rupees) :

Signature :

Company Seal :

Date :

Schedule B (viii)**Commencement and Staff Details**

1. Time in days to commence maintenance, from date of order :

2. Staff who will be assigned for the work. Please fill this table and attach CVs of these staff.

| Designation | Name | Qualifications with dates | IBM iSeries / AS/400 RPG/RPGLE System Development | Other Relevant Experience |
|-------------|------|------------------------------|---|------------------------------|
| | | | | |

| | | | | |
|--|--|--|----------------|--|
| | | | Experience (*) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Note :

State systems developed: application, client, hardware, duration –start month, end month

Signature :

Company Seal :

Date :