



COLOMBO MUNICIPAL COUNCIL  
CENTRAL PROCUREMENT DEPARTMENT  
Tel.: 2686389 Fax: 2662329

**Individual Consultant (ICT) for Consultation of Information  
and Communication Technology Matters of Colombo Municipal  
Council.**

**CPD15/2362/2021**

**Tender Opening Date and Time: 15 / 03 / 2022 at 10.00 am**

**PART I**

*(For office use only)*

Name of the Firm: - .....

Receipt No.: - .....

.....  
**Issuing Officer**

Date: - .....

**PART II**

*(To be filled by the Tenderer)*

1. Name of the Tenderer: - .....

2. Business Address: - .....

.....

3. Telephone Numbers: - .....

4. Business Registration No: - .....

5. VAT Registration No: - .....

6. Bid Bond/ Security No: - .....

Bank: - .....

Bid Bond/ Security Amount: - .....

**Individual Consultant (ICT) for Consultation of Information and Communication Technology Matters of Colombo Municipal Council.**

	<b>Description</b>	<b>Total Annual Charges (Without Tax)</b>	<b>08% Vat</b>	<b>Total Annual Charges (With Tax)</b>	<b>Total Charges for Three Years (With Tax)</b>
01	<b>Consultancy Services for Colombo Municipal Council</b>				

I/We agree that the price given in this Tender is valid for acceptance for a period of **120 days** from the date of closing of Tender and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the Tender.

.....  
**Signature of Tenderer and Seal**

Date : .....

Name of Signatory in Block Capitals: -

.....

Address:

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.....

WITNESSES:

(1). Signature:  
Name in Block Capitals:  
Address:

(2). Signature:  
Name in Block Capitals:  
Address:

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COLOMBO MUNICIPAL COUNCIL  
**CENTRAL PROCUREMENT DEPARTMENT**

**Terms of Reference for Individual Consultant (ICT) for Consultation of Information and Communication Technology Matters of Colombo Municipal Council.**

**1. Background**

- 1.1. Colombo Municipal Council (CMC) is the largest Municipal Council in Sri Lanka and manages a budget of over 15 Billion annually. CMC has 16 separate Departments (See the Annexure – 01 for the Departments and Divisions of them) for the administration of the citizen services such as public health and curative services, solid waste management, maintenance of roads, Lands and Environmental Development, street lighting, water and drainage, and veterinary services. In addition to these, there are a number of Departments providing social services, sports, and recreation, library services together with finance, rates, secretarial, and training departments.
- 1.2. CMC is using several ICT systems for the purpose of increasing the effectiveness and efficiency of the service delivery process and internal management processes. (Please see Annexure – 02 for the list of ICT Systems of CMC).
- 1.3. CMC has servers, networks, and hardware at the head office and its other premises. (Please see Annexure – 03 for the list of servers, networks, and some main hardware of CMC).
- 1.4. CMC is planning to use ICT to improve the quality of the service delivery process and quality of the internal management processes by upgrading the existing systems and introducing new systems.
- 1.5. In these circumstances, CMC anticipates obtaining the service of a qualified ICT consultant to assist CMC in the ICT-related initiatives.

**2. Purpose of Assignment**

- 2.1. The purpose of this assignment is to hire an individual consultant to CMC to obtain the required expert knowledge for all the ICT-related initiatives of CMC.

**3. Duties and Responsibilities of the Individual Consultant**

- 3.1. The Individual Consultant shall provide the following technical services to the CMC:
    - 3.1.1. for smooth operations, timely maintenances, and consultation for troubleshooting of all the existing ICT related initiatives of CMC which are listed but not limited in Annexure – 02,
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- 3.1.2. Consultation to develop new enhancements when required for the existing ICT related initiatives of CMC,
  - 3.1.3. to facilitate the identification of the requirements, to prepare required documents, to develop and/or procure new ICT related systems where necessary for the effectiveness and efficiency of the functions of CMC,
  - 3.1.4. Consultation to maintain the proper functionality of all the networks, servers, and hardware which is related to ICT related initiatives of CMC those are listed but not limited in Annexure – 03.
- 3.2. The Individual Consultant shall ensure:
- 3.2.1. proper operations of all ICT related systems, networks, servers, and hardware of CMC,
  - 3.2.2. coordination with related parties,
  - 3.2.3. the relevant parties of CMC are kept fully informed about the current situation, history, and forecasted situations of all ICT-related systems, networks, servers, and hardware.
  - 3.2.4. More specifically,
    - 3.2.4.1. engage in coordination and facilitation of project activities, operations, and administration of ICT activities of CMC,
    - 3.2.4.2. provide 2nd and 3rd level support as specified below:
      - 3.2.4.2.1. 2<sup>nd</sup> level support - In-depth technical support such as Consultation system administration tasks, instance issues, network issues, volume issues.
      - 3.2.4.2.2. Initiate and facilitate 3rd level support requests where third-party vendors are involved. This may include, consultation, expert input, and support services and root cause analysis including the performance monitoring of ICT activities of CMC,
    - 3.2.4.3. Liaise with vendors and other IT personnel where necessary,
    - 3.2.4.4. Consultation on managing the network and monitoring of all installed systems and infrastructure,
    - 3.2.4.5. Take preventive and corrective actions, when required.
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#### **4. Required Outputs**

- 4.1. Provide monthly action plans for each upcoming month,
- 4.2. Assurance of the operation and Maintenance of ICT systems, networks, servers, and hardware according to the Service Level Agreements (SLAs),
- 4.3. Accurate and completed documents and reports when required,
- 4.4. Facilitate the coordination across the relevant staff members in the ICT related activities,
- 4.5. Provide monthly progress reports on the progress of activities.

#### **5. Conditions of Consultancy Service**

- 5.1. The selected individual consultant will report directly to the Municipal Commissioner and will work closely with all the staff members of CMC
- 5.2. The Consultant is expected to submit on time the monitoring templates which will be given by CMC.
- 5.3. The consultant must work 20 hours per week within the working hours of government service at the office which will be provided by the CMC within the premise of its head office.
- 5.4. The assignment period will be on a 36-month part-time basis.
- 5.5. Payment will be made on a monthly basis at end of the month.

#### **6. Qualifications and key competencies of the Consultant**

- 6.1. Bachelor's Degree or equivalent qualification in Computer Science, Electronics, Telecommunication, Network Engineering, or equivalent qualification related to this consultancy service from a recognized university/institution.
  - 6.2. Master's Degree in Computer Science, Electronics, Telecommunication, Network Engineering, or equivalent qualification related to this consultancy service from a recognized university/institution.
  - 6.3. At least 10 year's experience after graduation and a minimum of 05 year's experience in a similar profession.
  - 6.4. Excellent problem-solving skills and ability to troubleshoot complex problems under pressure.
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- 6.5. Experience in programming languages of RPGLIE (Report Generation Language Intermigration Execution) on the mainframe - IBM
- 6.6. Hands-on experience with routing, networking, VLANs, VoIP, firewalls, and switching.
- 6.7. Good communication (verbal and written) strong interpersonal skills, and the ability to work in a team
- 6.8. Troubleshooting and issues-handling skills related to the network & cloud services
- 6.9. Be results-oriented and able to meet strict timelines for outputs and be self-motivated.
- 6.10. Excellent Public relations (PR) Skills and good analytical skills.
- 6.11. Good coordination and operational supporting skills.

**7. Age Limit**

- 7.1. Below 60 years as at the tender opening date.
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**Annexure – 01: Departments and Divisions of CMC****01. Municipal Commissioner's Secretariat****02. Municipal Secretary's Department**

- Municipal Press
- Old Townhall Centre

**03. Municipal Treasurer's Department**

- Center Stores

**04. Municipal Veterinary Department**

- 17 Municipal Public Markets
- Municipal Slaughterhouse
- Municipal Dog Pound

**05. Public Health Department**

- 05 MOH Offices
- Central Food Control Unit
- Health Education Office
- City Microbiological Laboratory
- City Analyst's Laboratory Office
- Maternity & Child Health Office
- Maternity Homes and Child Welfare Centers
- (07 Maternity Homes and 07 Child Welfare Centers)
- Pest Control Unit
- 04 Cemeteries

**06. Municipal Engineer's Department**

- Land Management and Environmental Development Division
- Traffic Design and Road Safety Division
- Development Division
- Project Management Division
- Works Division
- Solid Waste Management Division
- City planning Division
- Municipal Workshop
- Drainage and Water Supply Division
- District Office No 01
- District Office No 02 A
- District Office No 02 B
- District Office No 03
- District Office No 04
- District Office No 05

**07. Training and Development Department**

- Auditorium-millennium Centre
  - Technical Training Centre
-

**08. Municipal Assessor's Department**

**09. Public Library and 12 Branch Libraries**

**10. Public Assistance Department-**

- 05 Child and Elder Care Centers
- 13 Preschools
- 27 Fund Receiving Preschools

**11. Sports and Recreation Department**

- 23 Reception Halls
- 30 Playgrounds (30 Playgrounds)
- 21 Fitness and Health Centers

**12. Department of Indigenous Medicine**

- Drugs Manufacturing factory
- 26 Dispensaries

**13. Health Curative Department**

- 16 Dispensaries and Clinics

**14. Legal Department**

**15. Central Procurement Department**

**16. Fire Service Department**

- 05 Sub Stations
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**Annexure – 02: List of ICT Systems of CMC**

## 1. Municipal Council Accounting System (MCAS)

- MCAS is a computer-based accounting system which has been developed in 2000 on the programming languages of RPGLIE (Report Generation Language Intermigration Execution) on the mainframe - IBM running in the AS-400 platform (has migrated to Power-i platform in 2011).
- There are 16 modules are existing in the MCAS.
- The usage of those modules are as follows:

## 1) Assessment Module:

- a. The principal user of this module is Assessors Department.
- b. This module provides an inventory of properties and facilities to collect assessment tax.
- c. It maintains the assessment information of all the properties, their registration details, assessment details, owner details, history of assessment.
- d. This module provides facilities to print Assessment Notices (K-forms) annually.

## 2) Rates Module:

- a. The principal user of this module is Rates Division.
- b. This module provides an inventory of tax payments.
- c. It maintains the accounts information of all the properties, their receipt details, history payment details, account history, tax paid for the period, etc.
- d. It calculates the discounts and surcharges, prints counter slips, warrants, demand notices, seizure notices.

## 3) Inventory Module:

- a. The principal users of this module are MTs Stores Division and Procurement Department
  - b. This module maintains the inventory of the items, the stock levels, request for new items, receipt of items, rejections, etc.
  - c. The module is integrated into the central accounting module to pass the necessary entries.
  - d. This module generates the following reports related to inventory management.
    - i. Goods Receipt Note
    - ii. Purchase Orders
    - iii. Issue Resources
    - iv. Rejection Note
    - v. Stock adjustment
    - vi. Opening balance
-

- vii. Stock Transfer approvals
  - e. This module facilitates printing the Purchase Orders, GRNS, Issue Notes, Stock bin Cards’.
- 4) Final Accounts Module:
- a. The principal user of this module is MTs Central Accounts Division.
  - b. The main task is the preparation of the final accounts.
  - c. It facilitates the preparation of trial balances, cash sheets, balance sheets, budget variance reports, and all relevant final accounts reports print from this module.
- 5) Motor Vehicle Management Module:
- a. This module does not use currently.
  - b. This module has been developed for the use of the Municipal Workshop Department.
  - c. It has modified in 2017 to enter vehicle data into the system.
  - d. This module was only included in the maintenance agreement from 2020.
- 6) Fixed Assets Module:
- a. The principal user of this module is MT’s Stores Division
  - b. This module is used for the purposes of registering fixed assets and issuing LAIN and LARN of fixed.
- 7) Pension Module:
- a. The principal user of this module is MT’s Pension Division
  - b. This module is used for the purposes of managing the pay sheets of pensioners.
  - c. This module facilitates printing the pay sheet report, bank report, post office report.
- 8) Other Revenue Module:
- a. The principal user of this module is MT’s Revenue Division
  - b. This module handles the revenue of markets, shops, hawkers’ pitches, leases and rents, and trade licenses.
- 9) Payments Module:
- a. The principal user of this module is MT’s Payment Division.
  - b. This module handles all payments.
  - c. It facilitates printing the cheques.
  - d. It facilitates online payments (money transfer) also.
  - e. It has integrated with General Ledger, Cash management, and final account modules.
- 10) Shroff Module:
- a. The principal user of this module is MT’s Shroff Division.
  - b. This module generates the receipts and day-end reports.
  - c. It has integrated with General Ledger, Cash management, and final account modules.
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## 11) Cash Management Module:

- a. The principal user of this module is MT's Central Accounts.
- b. The main purpose of this module is to manage the bank reconciliation process.
- c. It has integrated with the General ledger Module.

## 12) General Ledger Module:

- a. The principal user of this module is MT's Central Accounts.
- b. This module maintains the financial transactions of all the departments.
- c. It provides facilities for budgeting, maintenance of cash, bank books, journal vouchers, preparation of trial balance, and other statutory reports.
- d. This module integrates with other modules which would post necessary transactions into the module directly.

## 13) Garbage Tax Module:

- a. The principal user of this module is the Solid Waste Management Unit
- b. This module facilitates the collection of garbage taxes.
- c. It provides facilities to print the garbage tax counter receipt and annual notices.

## 14) Single Window Module:

- a. The principal user of this module is the Single Window Counter.
- b. It provides facilitates the collection of money and provides information at the Single Window Counter.

## 15) Reports &amp; Inquiries Module:

- a. The principal users of this module are all the users of MCAS.
- b. It provides facilitates preparing reports for administration and management purposes.

## 2. e-Payment System

- Facilitates Citizens to pay online by logging to the official website of [www.colombo.mc.gov.lk](http://www.colombo.mc.gov.lk)

## 3. Payroll System

- Facilitates to manage the remunerations of the staff.

## 4. Official Emails System

- Facilitates staff officers to use official email in the domain of [colombo.mc.gov.lk](http://colombo.mc.gov.lk).

## 5. CMC-SMS System

- Facilitates to send official short messages (SMS) under specific masks. This service is providing associates with Mobitel Pvt Ltd.

## 6. eLocal Government System

- Facilitates for the assessment taxes related processes of Municipal Assessor's Department and development regulation process of City Planning Division.

7. Queue Management System

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- Facilities to the Singal Window Counter to manage the queue Efficiently.
8. eLand Registry System
    - CMC is one partner of the eLand Registry System (eLR) which is managed by the Register General Department. It facilitates sharing of information related to land registration.
  9. Koha Library Automation
    - The public library of CMC is using the Koha Library Automation system to manage the processes of libraries.
  10. Personal File Maintaining System
    - Facilitates to maintain the information related to the personal files of CMC staff.
  11. Vehicle Parking Management System
    - Facilitates to collect fees of vehicle parking locations
  12. Councilor Allocation Management System
    - Facilitates to manage information related to the councilor allocations
  13. Garbage Collection Vehicle Tracking System
    - Facilitates to track the movement of the garbage collection vehicle
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**Annexure – 03: List of servers, networks, and hardware of CMC**

1. IBM Power 6 Server (AS400 Server)
    - 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.
    - 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
  2. Single Processor 8Core 16GB DDR4 600GB x2 SAS HDD -Raid -01 Redundant Power Supply (Win Ser 2016 Std Web server running on virtual Machine)
  3. Single Processor 8Core 32GB DDR4 600GB x2 SAS HDD - Raid -01 1TB x3 SAS HDD Raid -05 Redundant Power Supply (Win Ser 2016 Std Domain server running on physically Exchange mail server running on virtual machine Kaspersky virus console running on a virtual machine)
  4. Single Processor 8Core 32GB DDR4 600GB x2 SAS HDD -Raid 01 1TB x3 SAS HDD - Raid 5 Redundant Power Supply (Win Ser 2016 Std DPM backup Server running on Physically Backup Domain Controller is running on virtual machine Exchange mailbox replication server is running on a virtual machine)
  5. Mail Server System
    - Syberoam CR 200iNG 2 Nos.
    - Synology NAS 2 x 2TB 1 No.
    - HP Proliant DL 380 Server 3 Nos.
    - Tape Drive HP 1 No.
    - HP Transceiver 4 Nos.
    - HP 24 Port Gigabyte Switch 5 Nos.
    - HP 1920 24 Port Giga Switch 4 Nos.
  6. Local Area Network (LAN) – 250 Networks Points
  7. Virtual Private Network (VPN) – 53 Connections
  8. Other hardware
    - PC With Monitors
    - Thinclient PC With Monitors
    - Laptops
    - Printers - Laser (Mono)
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- Printers - Laser (Colour)
  - Printers - Dot Matrix
  - Printers - Line
  - Scanners
  - FTP Servers
  - Server UPS Systems
  - Server Racks
  - Network Switches
  - Routers (Cisco)
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COLOMBO MUNICIPAL COUNCIL  
CENTRAL PROCUREMENT DEPARTMENT

**TENDER CONDITIONS**

Please follow The Notice of Invitation of Tender Published on 23 /02 /2022 in the News Papers for Details of Tender items.

Tenders will be received up to 10.00 a.m. **on 15 / 03 /2022** and will be opened immediately.

**PART 1**

COMMON TO ALL TENDERS;

1. TENDERS should be Registered Importers, Accredited Local Agents, Manufacturers, and Registered Stockiest in Democratic Socialist Republic of Sri Lanka and should satisfy the Municipal Council as regards their ability to.
  
  1. Brochures, Catalogues, Technical Specification should be provided with the Tender.
  
  2. Bid Bond/Bank Guarantee obtained in favour of the Municipal Commissioner to the value of **Rs. 100,000.00 (Rupees One Hundred Thousand) valid for 150 days (to 2022.08.11)** (One hundred and Fifty days) from the closing date of Tenders should be provided along with the Tender. Bank Guarantee should be obtained only from a recognized Bank accepted by the Central Bank of Sri Lanka under Banking Act No: 30 of 1988.
  
  3. Declaration of VAT registration number is a mandatory requirement for determination of Tender. Any applicant who does not declare VAT registration number will be liable for rejection. Applicants who are not registered for VAT should produce a letter from the commissioner of Inland Revenue department certifying that the company has not been registered for VAT, along with the application.
  
  4. Under The Extraordinary Gazette No. 1530/13 Dated 01<sup>st</sup> January 2008 ALL PAYMENTS OF RS. 25,000/- AND ABOVE WILL BE SUBJECTED TO STAMP DUTY.
  
  5. The Tenders should be careful in the submission of OFFERS. ONLY One Offer could be made in a Tender document. Separate Tender Document should be used for each offer. OPTIONAL OFFERS in the same Tender document will be rejected without assigning any reason whatsoever.
  
  6. TENDERS should be forwarded in Duplicate. Both copies of the Tender should be signed and sealed by the Tender and enclose in separate envelops and Seal, each should
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be marked “ORIGINAL’ DUPLICATE” and the Name of the Tender Item and Closing Date: and Address to the “Municipal Commissioner” Colombo Municipal Council, Town Hall, Colombo 07. Thereafter Both ORIGINAL and DUPLICATE should be enclosed to one envelop and Sealed AND mark the Name of Tender item to be supplied on top left hand corner and Closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07.

7. The duly perfected Tenders should be deposited in the Tender Box kept in the Municipal Secretary’s Department, Town Hall, Colombo 07, before closing as per time and date, published in the press Notice.
  8. Tenderers or their authorized representatives are allowed to be present at the time of opening of the Tenders.
  9. The prices Tenders should be kept valid for acceptance for a period of 120 days from the date of closing bids. The prices quoted shall be firm and not subject to adjustment for any reason and no bids can be withdrawn after the closing of bids.
  10. Bid securities will be returned as promptly as possible after the letter of award is given and enter into an agreement together the with a performance bond. Unsuccessful Tenderer’s Bid Bond/Security will be released after the said letter award.
  11. Immediately after the receipt of the Letter of award, (at least 07 days) the Tenderer should submit a guarantee from a Bank mentioned under Item No. 03 above for a amount equivalent to 10% (per centum) of the total value of the contract in the form of a performance Bond or a Bank Guarantee obtained in favour of the Municipal Commissioner in the Tender Currency, with a letter of acceptance and enter into an agreement with the Colombo Municipal Council for the due and satisfactory performance of the contract. The Tender should bear the cost of stamps if any that should be affixed to the contract and the legal charges.
  12. The BOND/BANK GUARANTEE shall ensure the completion of all obligations under the contract and the aforesaid Performance BOND/BANK Guarantee shall be valid for **28 day beyond from the end of the contact period, and unconditional on demand performance security from a bank acceptable to the** Colombo Municipal Council
  13. Failure to provide the performance Bond or Bank Guarantee, within the specified time shall be a cause for cancellation of the award, and forfeiture of the Security or the bid Bond/Security.
  14. The Tenderer should engrave the letters “C.M.C” where necessary as specified by the Council in all the items supplied.
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15. The Tenderers should supply the Items strictly in accordance with the specification and / or samples.
  16. The Council shall have the right and authority not to order all the items at one time but to place orders partly from time to time as and when necessary and payment will be made accordingly. The Tenderer is not entitled to increase or revise the rate or rates quoted at time of bidding, for one year from the date of the letter of award.
  17. The Colombo Municipal Council reserves the right to accept or reject any tender or part thereof without giving any reason whatsoever.
  18. Declaration of VAT registration number is a mandatory requirement for determination of tender. Any applicant who does not declare VAT registration number will be liable for rejection. Applicants who are not registered for VAT should produce a letter from the Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT, along with the application.
  19. Under the Extraordinary Gazette No. 1530/13 dated 01.01.2008 all payments of Rs.100,000/- and above will be subjected to a Stamp Duty of Rs.25/-.
  20. The Tenderers should be careful in the submission of offers. Only one offer could be made in a Tender Form. Separate Tender Forms should be used for each optional offer. Optional offers in the same Tender Form will be rejected without assigning any reason whatsoever.
  22. The consultant service should be given by one person for whole three years of period.
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*PART 11*

**LOCAL PURCHASES**

Local Supplies, Local Manufacturers/ Supplies. Ex-stock Suppliers.

1. The Tender prices should be in Sri Lankan Currency.
  2. No advance payment shall be made for any purpose unless otherwise specified or agreed.
  3. The Council shall pay the agreed sum, for the said services and the same shall be paid in equal monthly/ Quarterly instalments. The payable amount shall be decided based on the effective date from commencement of said services.
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**PART 111****GUARANTEES FROM ALL BIDDERS:**

- a) The Tender should guarantee that the items are of high quality, workmanship and that the articles shall have no defect in design or manufacture that will meet the requirements of the specifications, and will be in all respects suited for the purpose intended. The guarantee provided by the Tenderer will be relied upon and strictly enforced by the Council.
  - b) THE GUARANTEE shall be for a period of Three year unless another period is specifically stated in the specifications, from the date of acceptance of delivery, instillation and Commissioning.
  - c) The Tender shall remedy, free of cost to the Council, all defects in design materials and workmanship which may develop under normal use and which have been intimated to the Bidder prior to the expiration of the Guarantee period.
  - d) THE COUNCIL requires that the Tenderer shall guarantee any replacement or repair part or component supplied under the guarantee clause, for a period equal to the guarantee period of the originally supplied part or component.
  - e) THE RELEASING of part or all of the Performance Bond/Bank Guarantee at the end of the guarantee period, shall be contingent upon completion of all work covered by the guarantee.
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PART IV

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Procurement of Computer Consultancy Service for Municipal Treasurers Department

I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the “Information and Instructions to Tenderer and Terms and Conditions of Tender, Computer Consultancy Service referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions. The makeup of the aforesaid total Tender Price is given in the accompanying Price Schedules.

1. I/We confirm that this offer shall be open for acceptance until **2022.07.12** and that it will not be withdrawn or revoked prior to that date.
2. I/We attach hereto the following documents as part of my/our Tender:
  - a. Price Schedules.
  - b. Documentary evidence to establish eligibility to Tender.
  - c. Documentary evidence to establish eligibility of Service offered.
  - d. Statement relating to maintenance of Hardware/Software.
  - e. Bid Bond/Security.
  - f. Documentary evidence to establish qualifications for the performance of the Contract.
  - g. Any other document.
3. I/We understand that the Council is not bound to accept the lowest tender and that the Council reserves the right to reject any or all tenders or to accept any part of a Tender without assigning any reasons therefore.
4. We undertake to adhere to the Delivery Schedule attached.
5. My/Our Bank Reference is as follows: -----

.....  
 Signature of Tenderer .....

Name of Tenderer :.....  
 Address :.....  
 Fax :.....  
 E-mail :.....  
 Date .....

By Tenderer

**Tenderer**

MUNICIPAL COMMISSIONER  
COLOMBO MUNICIPAL COUNCIL  
TOWN HALL, COLOMBO 07.

Annexure – A

**Bank Details**

NAME OF THE COMPANY		
BANK DETAILS	NAME IN THE ACCOUNT	
	BANK NAME	
	BANK CODE	
	BRANCH NAME	
	BRANCH CODE	
	BANK ACCOUNT NUMBER	
TELEPHONE NUMBER		
MOBILE NUMBER		
E - MAIL ADDRESS		

Certified above details are correct according to the Company / Partners/ proprietor details.

- Certified bank statement copy must be attached with bank details.

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Authorized Signature  
Director/ Partners/ proprietor

**Very Important**

**According to the Standard By-Laws of Colombo Municipal Council of the Extraordinary  
Gazette Notification No.2245/30 dated 17.09.2021**

*(Local Authorities (Standard By-Laws) Act no 6 of 1952 -Extraordinary Gazette Notification No.541/17  
dated 20.01.1989)*

**Following details shall be read carefully as per the Part V of the by law.**

TENDERER'S Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelop, identifying the name of the Tenderer with change the tender to be invalid. (Please see I.T.T. 22.2 ( C) of Tender data sheet II

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## 2. Performance Security

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----- \*

**Beneficiary:**----- [Name and Address of Employer] -----

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]