



BIDDING DOCUMENT

National Competitive Bidding (NCB)

**Invitation for Quotations for
Procurement of
Board Meeting Management Software**

NITF/ADM/PRO/MINOR/2026/73

NATIONAL INSURANCE TRUST FUND

ACRONYMS

DPC	-	Department Procurement Committee
NCB	-	National Competitive Bidding
NITF	-	National Insurance Trust Fund Board
LKR	—	Sri Lankan Rupee
ITB	-	Instructions to Bidders
BDS	-	Bidding Data Sheet
NPC	-	National Procurement Commission
CC	-	Conditions of Contract
VAT	—	Value Added Tax



NATIONAL INSURANCE TRUST FUND

National Competitive Bidding (NCB)

Invitation for Quotations for Procurement of Board Meeting Management Software

Contract No: **NITF/ADM/PRO/MINOR/2026/73**

The National Insurance Trust Fund (NITF) has been established in 2006 under the National Insurance Trust Fund Act No. 28 of 2006 and subsequently by National Insurance Trust Fund (Amended) Act No. 28 of 2007. NITF is deemed to be a general insurance provider registered/licensed and regulated by Insurance Regulatory Commission of Sri Lanka. NITF provides benefits and safeguards against unforeseen health risks, personal accident and damage to property through contributory insurance schemes which will be operated by the NITF. In providing the benefits, NITF has implemented the Agrahara health Insurance Scheme, General Insurance Schemes, 30% compulsory Reinsurance cover to the general insurers in Sri Lanka and legal custodian of the Strike, Riot, Civil Commotion and Terrorism Fund. It has also implemented Agricultural Insurance Scheme.

Bids are invited for Board Meeting Management Software in accordance with the National Competitive Bidding Procedure of the Procurement Guidelines of the Democratic Socialist Republic of Sri Lanka.

Request for Proposal can be collected from National Insurance Trust Fund, 3rd Floor, Procurement Unit, No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka from 09:00 hours to 16:00 hours on working days till on **20th October 2026** upon payment of a non-refundable fee of LKR 1,000/-, by way of direct remittance to NITF bank account below mentioned. Bidding documents can also be downloaded from the NITF website (www.nitf.lk). A deposit slip or the bank draft of non-refundable deposit should be submitted along with the bid.

LKR Bank Account	
Name of the Bank	People's Bank
Branch	Headquarters
Account Name	National Insurance Trust Fund
Account Number	033-1001-42467951
Swift Code	PSBKLKLX

Bids must be submitted in a sealed envelope, either delivered by hand or couriered to reach The Chairman, Department Procurement Committee, National Insurance Trust Fund, 3rd Floor (Procurement Unit), No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka, not later than **14:00 hours** Sri Lanka Standard time on **21st October 2026** and be clearly marked “Bid for Procurement of Board Meeting Management Software” at the top left corner of the envelope.

Bids shall be opened immediately after the closing of Bids at the Board Room of the NITF, 4th Floor, No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka and virtually in the presence of Board Meeting Management Software provider firms or their authorized representatives with official authorization letter. NITF will declare the names of bidders and quoted prices at the meeting.

The language of correspondence is English. However, if any of the above documents are in a language other than in English, such documents should be accompanied by a certified English translation. This translation will govern and be used for interpreting the information provided.

All bidders shall furnish either Bid Security or Bid Guarantee worth LKR 20,000/- valid for 77 days from the closing of bid, obtained from any commercial bank approved by the Central Bank of Sri Lanka or a bank based in another country, but the guarantee “confirmed” by a bank operating in Sri Lanka. The Bid Security should be deposited in the NITF bank account mentioned above. The Bid Guarantee should be addressed to the Chief Executive Officer, National Insurance Trust Fund, No. 95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.

Interested parties may obtain further information from the following contact person.

Contact Person –Gihan Kossinna
Direct – 011-2026600 (6662)
Mobile – 071-0722201
E-mail: gihan@nitf.lk

For The Chairman

Department Procurement Committee
National Insurance Trust Fund Board
No 95, Sir Chittampalam A Gardiner Mawatha,
Colombo 02,
Sri Lanka

SECTION I

INSTRUCTIONS TO BIDDERS (ITB)

Section I. Instructions to Bidders (ITB)

ITB shall be read in conjunction with the Section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.

General

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| 1. Scope of Bid | 1.1 | The Purchaser indicated in the Bidding Data Sheet (BDS) , issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS . The name, identification, and number of lots (individual contracts), if any, are provided in the BDS . |
| | 1.2 | Throughout these Bidding Documents: <ul style="list-style-type: none">(a) the term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;(b) if the context so requires, “singular” means “plural” and vice versa; and(c) “day” means calendar day. |
| 2. Source of Funds | 2.1 | Payments under this contract will be financed by the source specified in the BDS . |
| 3. Ethics, Fraud and Corruption | 3.1 | The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency: <ul style="list-style-type: none">▪ Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;▪ Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official. |
| | 3.2 | The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy: <ul style="list-style-type: none">(a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; |

(b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and

(d) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

(a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or

(b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.

4.3 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, www.npa.gov.lk

4.4 Foreign Bidder may submit a bid only if so stated in **the BDS**

5. Eligible Goods and Related Services

5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

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Contents of Bidding Documents

6. Sections of Bidding Documents

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Schedule of Requirements
- Section VI. Conditions of Contract (CC)
- Invitation For Bid

6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

7. Clarification of Bidding Documents

7.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

8. Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.

8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.

8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

Preparation of Bids

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| 9. Cost of Bidding | 9.1 | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| 10. Language of Bid | 10.1 | The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language. |
| 11. Documents Comprising the Bid | 11.1 | <p>The Bid shall comprise the following:</p> <ul style="list-style-type: none"> (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15; (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 20; (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents; (d) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and (e) any other document required in the BDS. |
| 12. Bid Submission Form and Price Schedules | 12.1 | The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. |
| 13. Alternative Bid | 13.1 | Alternative bids shall not be considered. |
| 14. Bid Prices and Discounts | 14.1 | The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract. |
| | 14.2 | Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately. |
| | 14.3 | If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately. |

- 14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:
- (a) on components and raw material used in the manufacture or assembly of goods quoted; or
 - (b) on the previously imported goods of foreign origin
- (ii) However, VAT shall not be included in the price but shall be indicated separately;
- (iii) the price for inland transportation, insurance and other related services to deliver the goods to their final destination;
- (iv) the price of other incidental services
- 14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31
- 14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.
- 15. Currencies of Bid**
- 15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.
- 16 Documents Establishing the Eligibility of the Bidder**
- 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
- 17 Documents Establishing the Conformity of the Goods and Related Services**
- 17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.

- 17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if **specified in the BDS** following commencement of the use of the goods by the Purchaser.
- 18 Documents Establishing the Qualifications of the Bidder**
- 18.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) A Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;
 - (b) that, if required in the BDS, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
- 19. Period of Validity of Bids**
- 19.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Purchaser as non-responsive.
- 19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security or imposing and damages. A Bidder granting the request shall not be required or permitted to modify its bid.

20. Bid Security

- 20.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.
- 20.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
 - (b) be issued by an institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, www.npa.gov.lk;
 - (c) be substantially in accordance with the form included Section IV, Bidding Forms;
 - (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;
 - (e) be submitted in its original form; copies will not be accepted;
 - (f) remain valid for the period specified in the BDS.
- 20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.
- 20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.
- 20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or
 - (b) if a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3
 - (c) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 42;
 - (ii) furnish a Performance Security in accordance with ITB Clause 43.

21. Format and Signing of Bid

The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

Submission and Opening of Bids

22. Format and Signing of Bid

Bidders may always submit their bids by mail or by hand.

- (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.;

The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1.;
- (c) bear the specific identification of this bidding process as indicated in the BDS; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 26.1.

If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

23. Submission, Sealing and Marking of Bids

Bids must be received by the Purchaser at the address and no later than the date and time specified in the BDS.

The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended only.

24	Late Bids	24.1	The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
25.	Withdrawal, and Modification of Bids	25.1	A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be: (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” or “MODIFICATION;” and (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.
		25.2	Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1.
		25.3	No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
26.	Bid Opening	26.1	The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS .
		26.2	First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
		26.3	All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except

for late bids, in accordance with ITB Sub- Clause 24.1.

26.4

The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

Evaluation and Comparison of Bids

27. Confidentiality

27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

28. Clarification of Bids

28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.

29. Responsiveness of Bids

29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.

29.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or

- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
- 30. Non conformities, Errors, and Omissions**
- 30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non material nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.
- 31. Preliminary Examination of Bids**
- 31.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.

		(a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
		(b) Price Schedules, in accordance with ITB Sub-Clause 12;
		(c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.
32. Examination of Terms and Conditions; Technical Evaluation	32.1	The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the Contract Data have been accepted by the Bidder without any material deviation or reservation.
	32.2	The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
	32.3	If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.
33. Conversion to Single Currency	33.1	If the bidders are allowed to quote in foreign currencies in Single with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.
34. Domestic Preference	34.1	Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid-evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.
35. Evaluation of Bids	35.1	The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
	35.2	To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.
	35.3	To evaluate a Bid, the Purchaser shall consider the following:
		(a) the Bid Price as quoted in accordance with clause 14;
		(b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;
		(c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3
		(d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria;

- (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.

		35.4	The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors listed in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids.
		35.5	If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
36.	Comparison of Bids	36.1	The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 35.
37.	Post qualification of the Bidder	37.1	The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
		37.2	The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.
		37.3	An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
38.	Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	38.1	The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

Award of Contract

39.	Award Criteria	39.1	The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
40.	Purchaser's Right to Vary Quantities at Time of Award	40.1	At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

41. Notification of Award	41.1	Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
	41.2	Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
	41.3	Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.
42. Signing of Contract	42.1	Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.
	42.2	Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.
43. Performance Security	43.1	Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
	43.2	Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
44. Corrections to BID Documents	44.1	Erroneous figures must be struck off by a single line and the correct figure must be written clearly and initialed. All alterations and erasures must be authenticated; otherwise, the bids are liable to be treated as invalid and rejected. Ink should not be used for corrections.

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SECTION II
BIDDING DATA SHEETS (BDS)

Section II. Bidding Data Sheet (BDS)

The Chairman, Department Procurement Committee, (hereinafter called DPC) Ministry of Finance, on behalf of the National Insurance Trust Fund (hereinafter called NITF) invites bids from eligible System Software Providers for the procurement of Board Meeting Management Software.

ITB Clause Reference	A. General
ITB 1.1	The Scope of Bid: The National Insurance Trust Fund (NITF) was established in 2006 under the National Insurance Trust Fund Act No. 28 of 2006 to provide benefits and safeguards against unforeseen health risks, personal accidents, and damage to property through contributory insurance schemes, which the NITF will operate. In delivering the benefits, NITF has implemented the Agrahara Insurance Scheme, Agrahara Gold and Silver Insurance Schemes Parliamentary Members Insurance Scheme, Motor Insurance Scheme, 30% Retrocession Program and absorbed the Strike, Riot, Civil Commotion and Terrorism Fund. It has also implemented many General Insurance Schemes. It is the one and only reinsurer in Sri Lanka. National Insurance Trust Fund (NITF) is soliciting proposals for Board Meeting Management Software (Board Papers Management System Software). Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submit a quotation after expressing the intention as above. The Purchaser is: National Insurance Trust Fund The name and identification number of the Contract are: Procurement of Board Meeting Management Software Contract Number: NITF/ADM/PRO/MINOR/2026/73 To qualify for evaluation, Bidders are required to bid for the total solution. Partial bids shall be treated as non-responsive and shall be rejected.
ITB 2.1	The source of funding is: By National Insurance Trust Fund
ITB 4.1	• Bidder shall not have been backlisted by the Government or NITF. • Name of the Vendor(s) / Company, Names of Owner(s) Address contact details of head office and branches if available, (Vendor's company profile), Names and Addresses and telephone numbers of the contact persons. • At least 03 years of proven experience as a Board Meeting Management Software for reputed commercial Sector Companies / Semi-Government Sector organizations. • The names and contact information of a minimum of five current clients for whom you have performed a similar scope of work. Vendor should provide at least 03 recommendation letters from current clients. • Business Registration should be attached. • Certified copies of Financial Statements for the years 2023, 2024 and 2025.

	B. Contents of Bidding Documents
ITB 6	Section I. Instructions to Bidders (ITB) • Section II. Bidding Data Sheet (BDS) • Section III. Evaluation and Qualification Criteria • Section IV. Bidding Forms • Section V. Schedule of Requirements • Section VI. Conditions of Contract (CC)
ITB 7.1	For Clarification of bid purposes only, NITF's address is: Attention: Manager (IT) Address: National Insurance Trust Fund, No.95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka. Telephone : 071-0722201 E-mail: gihan@nitf.lk A Pre-bid meeting will be held: If request by Bidder Venue: National Insurance Trust Fund, 4th floor, No.95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.
C. Preparation of Bids	
ITB 10.1	The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and NITF, shall be written in English language. Further it is noted that if any other language is used in documentation other than English language where the English translation will stand as the final authorized document for consideration in respect of the bid submission.
ITB 12.1	The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
ITB 13.1	The bidders are not allowed to submit Alternative bids, and such bids will not be considered for evaluation. The alternative bids submitted by bidders shall be treated as non-responsive and rejected. Alternative bids shall not be considered and the bids as per the price schedule will only be considered. - Conditional bids are rejected. - Optional bids/alternative bids are rejected.
ITB 14.1	The Bidder shall indicate on the Price Schedule and total bid prices of the Board Meeting Management Software it proposes to supply under the Contract.
ITB 14.3	If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contract of Board Meeting Management Software, prices quoted shall correspond to 100% of the limits specified for each and to 100% of the services supplied. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.
ITB 14.4	The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

ITB 14.5	- All priced separately in the Price Schedule. - The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. - The applicable VAT shall be indicated separately. - Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.
ITB 14.6	If there is a discrepancy in the amount in figures and in words, the amount in words will be considered as correct. The bidder should clearly indicate the prices.
ITB 15.1	- Bidder shall quote Sri Lankan Rupees (LKR) only - Payment shall be remitted in Sri Lankan Rupees (LKR) only
ITB 17.1	To establish the conformity of the services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence.
ITB 18.1	Eligible Bidders a. All bidders shall possess legal rights to supply Board Meeting Management Software related services under this contract. b. A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they: - A Bidder who is under a declaration of ineligibility by the Government of Sri Lanka (GOSL) and or NITF, at the date of submission of bids or at the date of contract award, shall be rejected. c. A bidder who has been awarded to provide Board Meeting Management Software, such bidder found to have not delivered the services intended where the bidder has been in breach of the contractual obligations as service provider and as reason of that, such bidder has been blacklisted by NITF. d. The vendor shall furnish as part of its quotation the documentary evidence of excellence and experience as a Board Meeting Management Software service provider for reputed commercial Sector Companies and Semi-Government Sector organizations. At least 03 years of proven experience is a must and should submit proof documents for the same. e. The names and contact information of a minimum of five current clients for whom you have performed a similar scope of work. Vendor should provide at least 03 recommendation letters from the current clients. f. Business Registration should be attached. g. Certified copies of Financial Statements for the years 2023, 2024 and 2025.
ITB 19.1	The bid validity period shall be 49 days from the bid closing date. (23 rd November 2026)

ITB 20.2	The Bid Security submitted in Cash should be deposited to a bank account as mentioned below;	
		LKR Bank Account
	Name of the Bank	Peoples’ Bank
	Branch	Headquarters
	Account Name	National Insurance Trust Fund
	Account Number	033-1001-42467951
	Swift Code	PSBKLKLX
Or		
The Bid Security submitted in the form of Bid Bond shall be; A Bid Security obtained from any commercial bank approved by the Central Bank of Sri Lanka or a bank based in another country but the guarantee “confirmed” by a bank operating in Sri Lanka in the format prescribed in Section IV “Bidding Forms – Bid Guarantee” The amount of the Bid Security shall be as follows; LKR 20,000.00/- Bid Security shall be issued in favor of; Chief Executive Officer National Insurance Trust Fund, No.95, Chittampalam A Gardiner Mawatha,Colombo 02. Sri Lanka. The Bid Security validity period shall be 77 days from the bid closing date. (21st December 2026).		
ITB 20. 4	The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the completion of the bidding process.	
ITB 21	Board Resolution certified by the company, authorizing the person to sign the documents on behalf of the company; should be submitted with the bid documents	
D. Submission and Opening of Bids		
ITB 22.1	Bidders submitting bids by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope. Bid Form, Bid Security and the Price Schedule should be submitted separately by hand or Speed Post before deadline. (Emails are not accepted)	
ITB 22.2 (a)	The inner and outer envelopes shall bear the following identification marks: Procurement of Board Meeting Management Software Contract Number: NITF/ADM/PRO/MINOR/2026/73	

ITB 23.1	For bid submission purposes, the NITF's address is: Attention: The Chairman, Department Procurement Committee (Minor). Address: National Insurance Trust Fund, 3rd Floor (Procurement Unit), No.95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka. The deadline for the submission of bid is: Date: 21st October 2026 Time: 14:00 hrs
ITB 25.1	(d) If a bid is withdrawn by a written communication, such bidder shall not be allowed to be present in the bid opening meeting and they would not be considered as bidders.
ITB 26.1	NITF shall conduct the bid opening in the presence of bidders or their Authorized representatives at the address, date and time. The bid opening shall take place at: Address: National Insurance Trust Fund, 4th floor, No.95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka. Date: 21st October 2026 Time: 14:00 hrs (immediately after deadline for bid submission)
ITB 27.2	The bidders, interested parties or any third party will not be disclosed any information leading to have undue advantage for further tendering / bidding when the tender process is going on and or after the closure of bidding process.
ITB 28.1	Clarification sought by NITF for the purpose of evaluating bids will in no way constitute confirmation and/or an offer to any respective bidder.
ITB 29.1	NITF's determination of a bid's responsiveness is to be based on the contents of the bid itself.
ITB 29.2	A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation or omission is one that: (a) Affects in any substantial way the scope, quality, or performance of the Services specified in the Contract; or (b) Limits in any substantial way, inconsistent with the Bidding Documents, NITF's rights or the Bidder's obligations under the Contract; or (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
E. Evaluation and Comparison of Bids	
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.4	The following factors and methodology will be used for evaluation: a. Technical Compliance (NITF Specifications). b. Price
ITB 39.1	NITF shall evaluate each bid that has been determined, up to stage of the evaluation, to be substantially responsive.

	• To evaluate a Bid, NITF shall consider the following: - The Bid Price as quoted in accordance with pricing schedule. - Price adjustment for correction of arithmetic errors - Experience in handling similar engagement in the Sri Lankan market for a minimum period of three (3) years. • NITF's evaluation of a bid may require the consideration of other factors, in addition to the factors listed in ITB in above, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of Board Meeting Management Software.
F. Signing of Contract	
ITB 42.2	After obtaining the determination of the Department Procurement Committee and Approval from Accounting Officer, the agreement will be signed with successful bidder within Seven (07) days .

SECTION III
EVALUATION AND QUALIFICATION
CRITERIA

Evaluation and Qualification Criteria

Evaluation Criteria – ITB 35.3(d)

Evaluation of received bids will be done at two stages;

- (i) Preliminary Evaluation
- (ii) Detailed Evaluation

Preliminary Examination

The bids will be examined to determine;

- i. Whether all the documents requested are available, including valid bid security/ bid guarantee,
- ii. Whether bidders are eligible (Please refer ITB 18)
- iii. Whether the Bid Form (Form 1 of Section IV – Bidding Forms) is duly signed by an authorized officer and the company common seal.
- iv. Whether the original pricing Schedule (Form 2 of Section IV – Bidding Forms) signed/ stamped by an authorized officer

Detailed Evaluation

NITF's evaluation of bids will be based on the Evaluated Bid Price.

Post – Qualification Requirements - ITB 37.2

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post-qualification of the Bidder in accordance with ITB Clause 37, using the following requirements.

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirements:

- i. Minimum average annual turnover in last three (3) years shall be 1.5 times of the bid price.
- ii. Audited statements of accounts of the company for the past three (03) years shall be submitted with the bid.

(b) Experience and Technical Capability

The Bidder shall furnish documentary evidence to demonstrate that it meets the following requirements;

- i. Bidder shall be a legally registered company in Sri Lanka and has been in operation for the last five (05) years.
- ii. Bidder shall be an authorized reseller, partner, or developer of the proposed software
- iii. Bidder shall have the capability to provide local technical support, training, and maintenance services.
- iv. A minimum of five active customers for whom the bidder has successfully implemented the proposed solution.
- v. The proposed software has been commercially available and operational for at least three (3) years.

Section IV

Bidding Forms

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Bidding Forms

Table of Form

All these forms are *COMPULSORY*
(IF YOU DO NOT FILL & SUBMIT, YOUR BID SHALL BE REJECTED)

- 1. Bid Submission Form**
- 2. Price Schedule**
- 3. Bid Security Declaration**
- 4. General Information and Experience of the Company**

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated in Section I alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: NITF/ADM/PRO/MINOR/2026/79

To: Chief Executive Officer, National Insurance Trust Fund

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents for the following Reinsurance Services
.....
[insert a brief description of the reinsurance Services];*
- (c) The total net price of our Bid, after any discounts offered is:
.....
..... *[insert the total bid price in words and figures];*
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (f) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract, or any individual Director or Directors have not been declared blacklisted by the National Procurement Agency;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until the reinsurance contract is signed. The formal contract and the written acceptance of your bid (BOR) will constitute the permanent contract between the bidder / reinsurance panel and NITF.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of:
[insert complete name of Bidder]

Dated on _____ day of _____
_____ *[insert date of signing]*

THIS IS A COMPULSORY FORM.

IF YOU DO NOT FILL & SUBMIT THIS FORM YOUR BID SHALL BE REJECTED

PRICE SCHEDULE

Description	Qty.	Rate	Amount	VAT	Total with VAT
Board Meeting Management Software					
Initial Setup and Configuration Fee	N/A	N/A			
Annual License and Support for 1 st Year	09 (Board Members) + 01 (Organizer License)				
Annual License and Support for 2 nd Year	09 (Board Members) + 01 (Organizer License)				
Annual License and Support for 3 rd Year	09 (Board Members) + 01 (Organizer License)				
Other Charges (If Applicable)					

- The above price schedule should be strictly adhered giving price for each rows.
- Alternative price schedules and/or altered price schedules in submission of the price shall be treated as non-responsive and shall be rejected.

Signature :

Name of the Authorized Officer :

Official frank :

Bid Security Declaration

[This bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

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

Beneficiary: ----- *[Insert (by PE) name and address of Employer/ Purchaser]*

Date: ----- *[Insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[Insert (issuing agency) number]*

We have been informed that ----- *[Insert (issuing agency) name of the bidder; if a Joint Venture, list complete legal names of partners]* (hereinafter called "the bidder") has submitted to you its bid dated ----- *[Insert (issuing agency) date]* (hereinafter called "the bid") for the execution/supply *[select appropriately]* of *[Insert name of contract]* under invitation for bids No. ----- *[Insert IFB number]* ("the IFB").

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

At the request of the Bidder, we ----- *[Insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[Insert amount in figures]* - ----- *[Insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the instructions to Bidders (herein after "the ITB") of the **ITB**; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the **ITB**.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(Insert date)*

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

[signature(s) authorized representative(s)]

THIS IS A COMPULSORY FORM.
IF YOU DO NOT FILL & SUBMIT THIS FORM YOUR BID SHALL BE REJECTED

General Information and Experience of the Company

1. Name of Company:

2. Address:

3. Telephone:

4. Facsimile/e-mail:

5. Place and year of Incorporation/Registration:

6. Name of the contact person:

Contact No:

E-Mail:

7. Main lines of Business:

1.	Since:	
2.	Since:	
3.	Since:	
4.	Since:	
5.	Since:	

8. Previous Experience in Providing Board Meeting Management Software

Name of Client	Address of Client	Contact Person, Phone, Fax, email	Period of Service provided	Attach Service Certificates (yes / Not)

Authorized Officer :

Signature :

Official frank :

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Section V

Schedule of Requirements

Section V. Schedule of Requirements

Invitation of Quotations for Procurement of Board Meeting Management Software

Information and Special Conditions

1. Introduction

National Insurance Trust Fund (NITF) was established in 2006 as a Statutory body to offer Agrahara insurance for public sector. We also offer unique benefit schemes and provide protection for all segment in general insurance industry. NITF ushered a new Era to insurance industry by serving all government servants providing “Agrahara” medical insurance scheme. We have been providing insurance cover to all Strike, Civil, and Commotion & Terrorism through our SRCC & T Fund. We are proud to announce that we are the only Institution offers reinsurance in the country. NITF takes pride in having some of the best turnaround time in service to claim settlement and handing exceptions fast and according to our business rules.

2. Specification of the proposal.

NO	Specification	Bidder's Response (Yes/No)	If “No” comment/s on the offer
01	Objectives		
	Facilitate seamless digital board meetings with secure access.		
	Enhance collaboration and decision-making among board members.		
	Improve document security and version control.		
	Provide an intuitive, user-friendly interface with remote access capability.		
	Ensure compliance with data security and governance standards.		
02	Meeting Management:		
	Scheduling and managing meetings.		
	Automated notifications and reminders.		
	Meeting Scheduler integrated with Outlook.		
	Agenda and minutes management include last-minute changes		
	Live Minute-Taking with version tracking (Preferd)		
	Managing invitations and notices		
	Managing approvals process		
03	Document Management:		
	Secure document storage and retrieval.		
	Version control and access rights		

	management.		
	Annotation and commenting features.		
	Granular Access Control: Define who can view/edit/download documents		
	Data Retention Policies for Compliance.		
	Add document signatures		
	Offline mode for document review		
04	Collaboration Features:		
	Secure messaging and discussions.		
	Polling and e-voting capabilities.		
	Action tracking and follow-ups.		
	Custom data backup procedure		
	Enterprise Collaboration: Microsoft Teams, Zoom, Cisco Webex, Google Meet		
	It is required to send notices and reports only to relevant members.		
	The system should be able to communicate via Email, SMS, Chats, etc. with a control of admin		
	Easy Voting Resolutions facilities Resolutions help directors quickly record their vote, online or offline, from any location. They can optionally view the votes and comments of other signatories		
	Capturing Resolutions during meetings with the Related Resolutions feature. A resolution can be related to an agenda item allowing quick access from directly within a meeting		
	Expandable number of layers based on the number of Committees and Sub-Committees of the Board		
05	User Management:		
	Role-based access control (RBAC).		
	Support for single sign-on (SSO).		
	Multi-Factor Authentication (MFA)		
	Integration with Microsoft Active Directory (AD)		
06	Security & Compliance:		
	Data encryption.		
	Audit logs and activity tracking.		
	Compliance with industry standards (e.g., ISO 27001, GDPR).		
	Facility to set password policies		

07	Integration Capabilities:		
	Compatible with existing and future IT systems (e.g., SharePoint, ERP, SAAS Email services).		
	API support for custom integrations.		
08	Technical Requirements		
	Should be cloud-based		
	Mobile and desktop application support.		
	Custom application data backups		
	Supported platforms - should support below O/S, application versions and future upgrades Android 12 or later iPadOS 15 or later iOS 15 or later Windows 10 or later		
	Web Access Chrome, Edge, Firefox (latest versions).		
	Proposed Board management system should be able to run on Android device with 6GB Ram, 128GB Internal Storage, Octa core processor and minimum android 12 O/S		
	High availability of uptime with SLA.		
	Disaster recovery mechanisms (RTO and RPO)		
	Data Archive procedure (Automatic and Manual)		
	Secure storage of archived data.		
	Device administration		
	Adding deleting editing trusted devices		
	Blocking device		
	Remote Data wipe-out		
09	Support & Maintenance		
	24/7 technical Support availability.		
	Regular software updates and security patches.		
	Training sessions for administrators and users.		
	SLA-backed support services.		
10	System exit		
	Full data backup to the structured format (pdf/csv/excel)		
	Automated data export feature		
	Data should be archived read only		
	Audit trail export		
	Secure document access post-exit		
	Final data integrity check		

	Data wipeout policy		
	Encryption of archived data		
	Certificate of data deletion		
	Exit clause in contract Notice period for termination Data ownership rights Support during transition Any penalties or fees when early termination		
	Vendor support for exit		

1. Laws: Arbitration/Jurisdictions

Sri Lanka Law.

2. Validity of the bid:

The bid validity period shall be 49 days from the bid closing date.

3. General

- (i) Bidders must acquaint themselves fully with conditions of the bid.
- (ii) The bid and any contract resulting there from shall be governed by and construed according to the laws of Sri Lanka.
- (iii) No bid shall be considered for evaluation or award unless all the conditions laid down in the document have been strictly fulfilled.
- (iv) The language of correspondence is English. However, if any of the above documents are in a language other than in English, such documents should be accompanied by a certified English translation. This translation will govern and be used for interpreting the information provided.
- (v) Bidders will be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

4. Arbitration

All disputes arising out of contract agreement should be dealt in accordance with the provisions of Arbitration Act No. 11 of 1995 and amendments thereto. The place of Arbitration shall be Colombo, Sri Lanka only and the language of communication shall be English only.

The Chairman,
Department Procurement Committee (Minor)
National Insurance Trust Fund,
No. 95, Chittampalam A Gardiner Mawatha,
Colombo 02,
Sri Lanka.

Section VI

Conditions of Contract (CC)

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Section VI - Conditions of Contract (CC)

1. Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (d) “Day” means calendar day.
 - (e) “Completion” means the fulfillment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (f) “CC” means the Conditions of Contract.
 - (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
 - (h) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the Contract Data.
 - (i) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
 - (j) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to which any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
 - (k) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

- (l) “The Project Site,” where applicable, means the place named in the Contract Data.

- 2. Contract Documents** 2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
- 3. Fraud and Corruption** 3.1 The Government of Sri Lanka requires the Purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
- (i) “corrupt practice” means offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and
 - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- 4. Interpretation** 4.1 If the context so requires it, singular means plural and vice versa.
- 4.2 Entire Agreement
- The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
- 4.3 Amendment
- No amendment or other variation of the Contract shall be valid unless it is
- in writing, is dated, expressly refers to the Contract, and is signed by duly authorized representative of each party thereto.
- 4.4 Severability

			If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
5.	Language	5.1	The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
		5.2	The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.
6.	Joint Venture, Consortium or Association	6.1	If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
7.	Eligibility	7.1	All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied to other
			internationally accepted standards, such as British Standards.
8.	Notices	8.1	Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the Contract Data. The term “in
			writing” means communicated in written form with proof of receipt.
		8.2	A notice shall be effective when delivered or on the notice’s effective
			date, whichever is later.
9.	Governing Law	9.1	The Contract shall be governed by and interpreted in accordance with the
			laws of the Democratic Socialist Republic of Sri Lanka.
10.	Settlement of Disputes	10.1	The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
		10.2	If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as

			hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods
			under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No: 11 of 1995.
	10.3		Notwithstanding any reference to arbitration herein,
			(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
11.	Scope of Supply	11.1	The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
12.	Delivery and Documents	12.1	Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the Contract
			Data.
13.	Supplier's Responsibilities	13.1	The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.
14.	Contract Price	14.1	Prices charged by the Supplier for the Goods supplied and the Related
			Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.
15.	Terms of Payment	15.1	The Contract Price shall be paid as specified in the Contract
			Data.
		15.2	The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.
		15.3	Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
16.	Taxes and Duties	16.1	The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

17. **Performance Security**
- 17.1 If required as specified in the Contract Data, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of five percent (5%) of the Contract Price for the performance of the Contract.
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 As specified in the Contract Data, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the Contract Data, or in another format acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
18. **Copyright**
- 18.1 shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
19. **Confidential Information**
- 19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.
- 19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 19.3 The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

	19.4	The provisions of CC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.
20.	Subcontracting	20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
	20.2	Subcontracts shall comply with the provisions of CC Clauses 3 and 7.
21.	Specifications and Standards	21.1 Technical Specifications and Drawings
		(a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
		(b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
		(c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.
22.	Packing and Documents	22.1 The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
23.	Insurance	23.1 Unless otherwise specified in the Contract Data, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.
24.	Transportation	24.1 Unless otherwise specified in the Contract Data, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.
25.	Inspections and Tests	25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the Contract Data.
	25.2	The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in

		the Contract Data. Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
	25.3	The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
	25.4	Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
	25.5	The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
	25.6	The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
	25.7	The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
	25.8	The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.
26.	Liquidated Damages	26.1 Except as provided under CC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from

			the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the Contract Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those Contract Data. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.
27.	Warranty	27.1	The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
		27.2	Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
		27.3	Unless otherwise specified in the Contract Data, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract Data.
		27.4	The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
		27.5	Upon receipt of such notice, the Supplier shall, within the period specified in the Contract Data, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
		27.6	If having been notified, the Supplier fails to remedy the defect within the period specified in the Contract Data, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
28.	Patent Indemnity	28.1	The Supplier shall, subject to the Purchaser's compliance with CC Sub- Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the

Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

28.3 If the Supplier fails to notify the Purchaser within twenty- eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

29. **Limitation of Liability**

29.1 Except in cases of criminal negligence or willful misconduct,

- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits

or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

30. **Change in Laws and Regulations**

30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Clause 14.

31. **Force Majeure**

31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

31.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. **Change Orders and Contract Amendments**

32.1 The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;

- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

33. Extensions of Time

33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause 33.1.

34. Termination

34.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

(i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33;

(ii) if the Supplier fails to perform any other obligation under the Contract; or

(iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract.

(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

34.2

Termination for Insolvency.

(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

34.3

Termination for Convenience.

(a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

(b) The Goods that are complete and ready for shipment within twenty- eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(i) to have any portion completed and delivered at the Contract terms and prices; and/or

(ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

35. Assignment 35.1

Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

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