Invitation for Bids (IFB)

Chief Secretary's Secretariat– Northern Province

Request for Expression of Interest for consultancy services to develop the Software for Non-Current Assets Management System in Northern Province

NP/09/A&P/07/45/NCAst-AMS

1. The Chairman, Chief Secretary Secretariat Procurement Committee (CSPC-Major) on behalf of the Chief Secretary's Secretariat– Northern Province now invites EOI from eligible software developers to indicate their interest in providing the consultancy services to implement the Software for Non-Current Assets Management System in Northern Province.

2. Northern Provincial Council intend to develop a web-based Software for the Non – Current Assets Management System. 32 main departments and its regional offices are functioning under the purview of the Northern Provincial Council. This software is aimed to develop on assets management to accommodate their requirements into the system which could be accessed on real time basis. The category of the assets mainly falls into the major sectors such as Local Government, Health, Education and Agriculture.

3. Interested software developers must provide information indicating that, they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Software developers may associate documents to enhance their qualification.

4. Interested software developers may obtain further information at office at the address below from 14/11/2022 to 24/11/2022 between 9.00 hrs to 15.00 hrs on working days.

   Office of the Deputy Chief Secretary - Finance,
   Northern Provincial Council Complex,
   A9 Road, Kaithady.
   Tel: 021 221 3540
   Fax: 021 222 0853
   E-Mail: npctreasury@gmail.com
   Website: www.np.gov.lk

5. Expression of Interest shall be delivered to Office of the Deputy Chief Secretary – Finance, Northern Provincial Council Complex, A9 Road, Kaithady on or before 15.00 hrs on 25th November 2022. The envelopes shall bear the following additional identification marks on the left top corner: **"Expression of Interest for consultancy services to develop the Software for Non-Current Assets Management System in Northern Province"**.

S.M.Saman Bandulasena
Chairman, Chief Secretary Procurement Committee,
Northern Provincial Council,
A9 Road, Kaithady,Jaffna.
T.P - 021 2220840   Date: 11.11.2022

<p align="center">**Terms of Reference**</p>

<p align="center">**Expression of Interest for consultancy services to develop the Software for Non-Current Assets Management System in Northern Province**</p>

1. Overview

Northern Provincial Council intend to develop a web-based Software for the Non – Current Assets Management System. 32 numbers of main departments and its regional offices are functioning under the purview of the Northern Provincial Council. This software is aimed to develop on assets management to accommodate their requirements into the system which could be accessed on real time basis. The category of the assets mainly falls into the major sectors such as Local Government, Health, Education and Agriculture.

List of Institutions

The Provincial Council consists of the Chief Secretary's Cluster, five (5) Ministries eighteen (18) Departments, the Governor Secretariat and independent commission of the Provincial Public Service Commission.

a. Governor's Cluster

    i.   Governor's Secretariat

    ii. Provincial Public Service Commission

b. Assembly Secretariat

c. Chief Secretary's Secretariat Cluster

    i.   Chief Secretary's Secretariat

    ii.   Office of the Deputy Chief Secretary - Administration

    iii. Office of the Deputy Chief Secretary - Finance

    iv. Office of the Deputy Chief Secretary - Planning

    v.   Office of the Deputy Chief Secretary - Engineering Services

    vi. Office of the Deputy Chief Secretary - Personnel & Training

    vii. Management Development & Training Unit

    viii. Department of Provincial Revenue

    ix. Department of Buildings

    x.   Internal Audit Unit

d. **Ministry of Finance & Planning, Law & Order, Lands, Electricity, Housing & Construction, Tourism, Local Government, Provincial Administration, Rural Development, Road Development, Motor Traffic and Transport.**

    i. Department of Local Government

    ii. Department of Provincial Land Commissioner

    iii. Department of Rural Development

    iv. Department of Road Development

    v. Department of Motor Traffic

    vi. Transport Authority

    vii. Tourism Bureau

e. **Ministry of Agriculture, Agrarian Development, Animal Husbandry, Fisheries, Water Supply and Environment.**

    i. Department of Agriculture

    ii. Department of Animal Production & Health

    iii. Department of Irrigation

f. **Ministry of Education, Cultural Affairs, Sports & Youth Affairs.**

    i. Department of Education

    ii. Department of Sports

    iii. Department of Cultural Affairs

g. **Ministry of Health, Indigenous Medicine and Probation & Childcare Services**

    i. Department of Health Services

    ii. Department of Indigenous Medicine

    iii. Department of Probation and Childcare Services

h. **Ministry of Women Affairs, Rehabilitation, Social Services, Cooperatives, Food Supply & Distribution, Industries, Trade & Commerce and Enterprises.**

    i. Department of Industries

    ii. Department of Social Services

    iii. Department of Cooperative Development

    iv. Cooperative Employees Commission

❖ Regional Offices which come under the Departments are attached.

2. Background

Northern provincial Council currently maintains records manually for the Non-Current Asset Management System which mainly includes acquisition, accounting, transfers and disposal. The proposed Non-Current Asset Management System is expected to enhance the shortcomings which are presently in the manual system. The expected web-based Non-Current Asset Management software has to be developed on real- time web based incorporating all the functionalities which belongs to Fixed Assets Management System.

This software is to be user friendly and should be exercised by the individual institutions in various level and facilitate to generate the user required reports for the higher-level decision making. In addition, as a total of Northern Provincial Council, system should generate amalgamation of categorized assets reports.

Main classification of the Non-Current Assets

- ➢ Property, Plant & Equipment
    - ✓ Building and Structures
        - • Dwellings
        - • Non-Residential Buildings
        - • Other Structures
    - ✓ Machinery and Equipment
        - • Transport Equipment
        - • Other Machinery and Equipment
    - ✓ Other Non-Financial Assets
        - • Work in Progress
        - • Biological Assets
        - • Intangible Assets
- ➢ Inventories
    - ✓ Strategic Stocks
    - ✓ Other Inventories
- ➢ Valuables
- ➢ Non-produced Assets
    - ✓ Land
    - ✓ Subsoil Assets
    - ✓ Other naturally Occurring Assets

3. Objective of the EOI for the Service

Main objective the EOI for this service is to find out suitable qualified software developers for the Non-Current Asset Management System to provide designing, development, installation and commissioning of customized web-based application to manage all fixed asset items. This expected web-based system to be developed as a user-friendly system with higher level of data integrity and data security. The expected system should have flexibility and easy to maintain facilities.

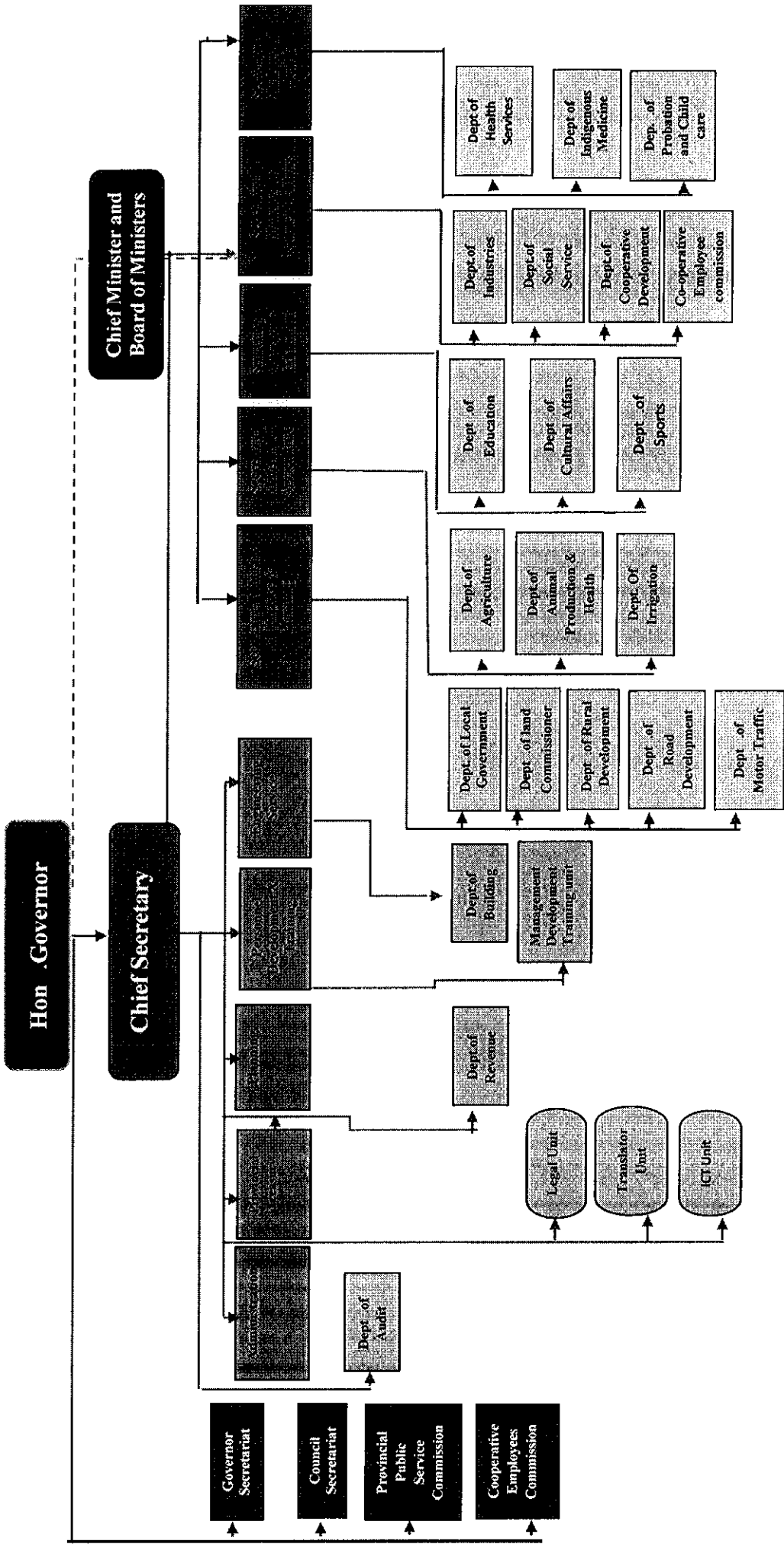## 4. Scope of the EOI for the Service

Ownership of the so-called software development for the Non-Current Asset Management System is to be titled to the Chief Secretary – Northern Province. Completion period of the software is maximum 06 months. Software developers should submit the details of equipment needed for the operation of the system. The equipment which are used for the operation for the above software should be available in the current market and has to be flexibility for the alternatives.

5. Short listing of interested software developers

The qualified interested software developers will be selected based on the following factors and notified for the detail request for proposal.

➤ Staff strength – Team of the software development with the suitable qualifications.

➤ Experience in Similar assignment. (Support documents should be submitted)

➤ Size or equivalent worth of the assignment.

➤ Training Capacity.

User Hierarchy - Northern Provincial Council

Hon. Governor

Chief Minister and Board of Ministers

Chief Secretary

Dept. of Health Services

Dept. of Indigenous Medicine

Dept. of Probation and Child care

Dept. of Industries

Dept. of Social Service

Dept. of Cooperative Development

Co-operative Employee commission

Dept. of Education

Dept. of Cultural Affairs

Dept. of Sports

Dept. of Agriculture

Dept. of Animal Production & Health

Dept. Of Irrigation

Dept. of Local Government

Dept. of land Commissioner

Dept. of Rural Development

Dept. of Road Development

Dept. of Motor Traffic

Dept. of Building

Management Development/ Training unit

Dept. of Revenue

Legal Unit

Translator Unit

ICT Unit

Dept. of Audit

Governor Secretariat

Council Secretariat

Provincial Public Service Commission

Cooperative Employees Commission

(90)

Institutions with Regional Offices - Northern Provincial Council

1	Governor's Secretariat
2	Provincial Public Service Commission
3	Provincial Council Secretariat
4	Chief Secretary's Secretariat
5	Office of the Deputy Chief Secretary - Administration
6	Office of the Deputy Chief Secretary - Finance
7	Office of the Deputy Chief Secretary - Planning
8	Office of the Deputy Chief Secretary - Engineering Services
9	Office of the Deputy Chief Secretary - Personal Development & Training
10	Office of the Provincial Internal Audit
11	Department of Buildings
12	Distict Office of Buildings - Jaffna
13	Distict Office of Buildings - Kilinochchi
14	Distict Office of Buildings - Mullaitivu
15	Distict Office of Buildings - Vavuniya
16	Distict Office of Buildings - Mannar
17	Department of Revenue
18	**Ministry of Finance & Planning, Law & Order, Lands, Electricity, Housing & Construction, Tourism, Local Government, Provincial Administration, Rural Development, Road Development, Motor Traffic & Transport**
19	Department of Road Development
20	District Office of Road Development - Jaffna
21	District Office of Road Development - Kilinochchi
22	District Office of Road Development - Mullaitivu
23	District Office of Road Development - Vavuniya
24	District Office of Road Development - Mannar
25	Department of Motor Traffic
26	Department of Local Government
27	Office of Assistant Commissioner of Local Government - Jaffna
28	Jaffna Municipal Council
29	Chavakachcheri Urban Council
30	Point Pedro Urban Council
31	Velvettithurai Urban Council
32	Mannar Urban Council
33	Vavuniya Urban Council
34	Nallur Pradeshiya Sabha
35	Chavakachcheri Pradeshiya Sabha
36	Point Pedro Pradeshiya Sabha
37	Vadamarachchi (South- West) Pradeshiya Sabha
38	Valikamam(South)Pradeshiya Sabha
39	Valikamam (East) Pradeshiya Sabha

40	Valikamam (West) Pradeshiya Sabha
41	Valikamam (North) Pradeshiya Sabha
42	Valikamam (South-West) Pradeshiya Sabha
43	Velanai Pradeshiya Sabha
44	Delft Pradeshiya Sabha
45	Karinagar Pradeshiya Sabha
46	Kayts Pradeshiya Sabha
47	Office of Assistant Commissioner of Local Government - Kilinochchi
48	Karachchi Pradeshiya Sabha
49	Poonagary Pradeshiya Sabha
50	Pachchilaipalli Pradeshiya Sabha
51	Office of Assistant Commissioner of Local Government - Mullaitivu
52	Maritimepattu Pradeshiya Sabha
53	Manthai East Pradeshiya Sabha
54	Puthukkudiyiruppu Pradesiya sabha
55	Thunukkai Pradeshiya Sabha
56	Office of Assistant Commissioner of Local Government - Vavuniya
57	Vavuniya South Tamil Pradeshiya Sabha
58	Vavuniya South Sinhala Pradeshiya Sabha
59	Vengalacheddikulam Pradeshiya Sabha
60	Vavuniya North Pradeshiya Sabha
61	Office of Assistant Commissioner of Local Government - Mannar
62	Mannar Pradeshiya Sabha
63	Musali Pradeshiya Sabha
64	Nanattan Pradeshiya Sabha
65	Manthai West Pradeshiya Sabha
66	Department of Land Administration
67	Department of Rural Development
68	Tourism Bureau
69	Road Passenger Transport Authority
70	**Ministry of Agriculture & Agrarian Services, Animal husbandry, Irrigation, Fisheries, Water Supply & Environment**
71	Department of Agriculture
72	District Office of Agriculture - Jaffna
73	District Office of Agriculture - Kilinochchi
74	District Office of Agriculture - Mullaitivu
75	District Office of Agriculture - Vavuniya
76	District Office of Agriculture - Mannar
77	Department of Animal Production & Health
78	Office of Deputy Director of Animal Production & Health - Jaffna
79	Office of Deputy Director of Animal Production & Health - Kilinochchi
80	Office of Deputy Director of Animal Production & Health - Mullaitivu

81	Office of Deputy Director of Animal Production & Health - Vavuniya
82	Office of Deputy Director of Animal Production & Health - Mannar
83	Department of Irrigation
84	Office of Deputy Director of Irrigation - Kilinochchi
85	Office of Deputy Director of Irrigation - Mullaitivu
86	Office of Deputy Director of Irrigation - Vavuniya
87	**Ministry of Health & Indigenous Medicine**
88	Department of Health Services
89	Regional Department of Health Services - Jaffna
90	Regional Department of Health Services - Kilinochchi
91	Regional Department of Health Services - Mullaitivu
92	Regional Department of Health Services - Vavuniya
93	Regional Department of Health Services - Mannar
94	District General Hospital - Kilinochchi
95	District General Hospital - Mullaitivu
96	District General Hospital - Vavuniya
97	District General Hospital - Mannar
98	Department of Indigenous Medicine
99	Department of Probation & Child Care Service
100	**Ministry of Education & Cultural Affairs, Sports & Youth Affairs**
101	Department of Cultural Affairs
102	Department of Education
103	Zonal Education Office - Jaffna
104	Zonal Education Office - Thenmaradchy
105	Zonal Education Office - Valikamam
106	Zonal Education Office - Island
107	Zonal Education Office - Vadamaradchy
108	Zonal Education Office - Kilinochchi North
109	Zonal Education Office - Kilinochchi South
110	Zonal Education Office - Mullaitivu
111	Zonal Education Office - Mannar
112	Zonal Education Office - Madu
113	Zonal Education Office - Vavuniya South
114	Zonal Education Office - Vavuniya North
115	Zonal Education Office - Thunukkai
116	Department of Sports
117	**Ministry of Women's Affairs, Rehabilitation, Social Services, Cooperatives, Food Supply & Distribution, Industries & Enterprise Promotion and Transport, Trade & Commerce**
118	Co-operative Employees Commission
119	Department of Social Service
120	Department of Co-operative Development
121	Department of Industries