



**STATE MORTGAGE & INVESTMENT BANK
LOGISTICS DIVISION**

INVITATION OF QUOTATIONS

Name of the Procurement	Procurement of a Board Pack / Board Management Software Solution
Procurement number	(SMIB/TD/2026/09/03)
Closing date & Time	02/10/2026 at 3.00 P.M

SECTION 1

1. General

The State Mortgage & Investment Bank (SMIB) invites you to submit a quotation for the Procurement of a Board Pack / Board Management Software Solution further specified in Section II, Schedule of Requirements.

Upon the receipt of this invitation, please acknowledge its receipt and your intention to submit a quotation/proposal. Failure to do so may result in SMIB not considering you for future quotation invitations. Your intention may be emailed to cmhrlog@smib.lk.

2. Contents of Bidding Documents	This bid document consists of the following documents/sections indicated in below • Section I. Instructions to Vendors (ITV) • Section II. Schedule of Requirements • Section III. Conditions of supply / Technical Specification & Compliance • Section IV. Quotation submission Form(s)
3. Preparation of Quotation	a) All documents should be addressed to the Chairman - Procurement Committee, State Mortgage & Investment Bank, 4th Floor, 269, Galle Road, Colombo 3. b) Prices should be furnished strictly following the format given in section IV and should include all costs that associate to complete the scope given herein in industry accepted professional manner. Additional costs offered after the awarding of the order shall be not accepted to perform work scope given. c) Quotation must be valid for 90 days from the closing date. d) The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor e) The quotation shall comprise the documents and details requested under section II and IV to establish the eligibility of the vendor and to confirm the conformity of the Goods and related services with the bidding documents. Failure to provide these details may result in the rejection of the offer for further evaluation. f) If the prospective vendor requires any clarifications regarding this procurement, they shall obtain them by contacting the following individuals. Request must be received no later than 5 days prior to the submission deadline.

	Chief Manager – HR & Logistics 011-7722879 Email - cmhrlog@smib.lk
4.Submission and Opening of Quotations	a) The quotation call will close at 02/10/2026 at 3.00 P.M, any bid received after the closing time will not be taken into consideration. b) Duly completed quotations should be sent in a sealed envelope stating the quotation request number in top left hand, addressed to the <u>Chief Manager - Logistics & HR, State Mortgage & Investment Bank, 269, Galle Road, Colombo 3</u>, or should be hand deliver to the box kept in Logistics division on or before the dead line is given. c) If the quotation is not sealed and marked as required, the Bank will assume no responsibility for misplacement or premature opening of the quotation d) Quotations will be opened immediately after the closing time at the same venue. The supplier or their authorized representative can be presented at the time of opening of the Bids.
5.Evaluation of Quotations	a) To assist in the examination, evaluation and comparison of the quotations, the Bank may, at its discretion, ask any vendor for a clarification of its quotation in writing/email. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Bank shall not be considered. b) The bank will check if the quotations received follow the rules and instructions in the documents and the work scope specified. If a quotation doesn't closely follow the given rules, the bank has the right to reject it. c) The Bank shall then evaluate each quotation that has been determined to be substantially responsive, considering factors such as delivery timeline, stock availability to fulfill the Bank's requirements, technical details, brand, and machine model offered, vendor experience and after-sales service, as well as the quality of the existing client list. d) The Bank reserves the right to accept or reject any quotation, and to annual the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders
6.Award of Contract	e) The Bank will accept the quotation from the vendor whose offer has been determined to be the lowest evaluated bid and is deemed substantially responsive. a) Prior to the expiration of the period of validity of quotation, the Bank will notify the successful contractor, in writing, that its quotation has been accepted (Purchase Order). f)The successful vendor shall sign a contract with SMIB for the specific period as described herein.

SECTION II
SCOPE OF WORKS / SCHEDULE OF REQUIREMENTS

Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
01	Board Pack / Board Management Software Solution	15	Nos	N/A	The vendor should provide initial implementation assistance as necessary to the SMIB	Within 01 weeks from the PO date	

SECTION III TECHNICAL SPECIFICATION & COMPLIANCE

A. Salient Features	
1	Delivering the information in a secure environment
2	Dedicated content areas for Action and Documents
3	Using intuitive annotation tools
4	Viewing additional content
5	Expandable number of layers based on the number of Committees and Sub- Committees of the Board
6	Facility to Conduct Digital Board Meeting Solution (where the director can remotely log-in and meeting can be conducted)
7	Voting on resolutions
	Streamlining the process of meeting and Board paper creation through:
8	a) Pre-defined and Customizable Meeting templates
	b) Drag and drop functionality for agenda items
	c) Enhanced security and customized user access rights
	d) Bulk Upload functionality for Meeting Agenda items
B. Simplified meeting and board paper management	
1	The ability to adjust the interface to user preferences
2	Instant distribution of Board agenda including last-minute amends
3	Create, edit and publish notification within Meetings, Resolutions as per user rights defined
4	Archive and delete notification within Meetings, Resolutions as per user rights defined
5	A dedicated documents area to manage Meetings/Resolutions/Reading Room documents from one place
6	Quick resume button to open last accessed documents
7	Control over who gets to see what
8	Minutes Management including generation of draft minutes based on the agenda.
9	Ability to create one file from all the documents pertaining complete life cycle of a meeting
10	Scheduling of meetings
C. Features that are available to the Meeting organizers	
1	Define the structures and access rights
2	Assign actions to documents
3	Ability to create multiple Committee's and assign users.

4	Add Agenda & MOM items and ability to publish the same
D. Document Management and Offline Module	
1	Securely view key documents and make annotations, comments and share the comments
2	Mark documents faster for future access.
3	Annotate content and email it to other colleagues or external contacts (if this feature is enabled)
4	Print documents and annotations (if this feature is enabled)
5	Quickly find information through the search function
6	Single sign-on for Directors/Members on multiple Boards and committees
7	Facility to upload documents in any format by Secretary
	When users are off-line, they can view the content synchronized to a device (with proper authentication)
E. Intuitive Annotation Tools	
1	Save annotations across previous document versions
2	View a summary of all annotations
3	Send annotations and summaries via email or print them, if enabled
4	Hide or delete annotations with OneTouch
F. Easy Voting Resolutions	
1	Resolutions help directors to quickly and confidentially record their vote from any location. Further, they can optionally view the votes and comments of other signatories
2	Ability for Meeting organizers to control document delivery and the voting process. They can distribute draft versions to selected signatories, indicate when votes are due and collate votes.
3	Capturing of 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.
G. Compliance	
1	Generation of Action Item report
2	Updating of Agenda by the designated or assigned users
3	Post Meeting facility for ATR tracking
H. Offline Module	
1	Facility to run the meeting in offline mode as well
2	Capability to access various modules offline and make any notes or changes, which gets synced when application gets online.
I. User Management	
1	Head of different departments providing secretarial service to conduct central board, subcommittee and department level meetings.
2	Legitimate users should have proper authorization and authentication mechanism to log into their respective meetings.
3	The solution supports standard IT user management control features.
J. Usability	

1	Works on Apple iPad (iOS application), Android Tablet (Properly Secured) / laptop/ desktop (windows)
2	Works on Apple iPhone device & Android Phone (Properly Secured),
3	Application should be accessible from Android Play Store & AppleApp Store.
K. Admin Panel	
1	Should have multiple entity support & creation.
2	Should be responsive to any size of screen.
3	Should be able to create, view, search & modify the forum, users, meeting agenda & entity from admin panel.
4	Admin able to create user using AD support & without AD support.
5	Admin should be able to see which user access the particular meeting.
6	Single ,Bulk Files , Folder and Consolidated upload of agenda using multiple select, drag & drop
7	Admin user able to view forum access right of all users.
8	should be seamlessly upload the files of any size from internet & intranet
L. Support	
1	Multiple channels such as pdf, ppt etc. for functional and technical training materials for all the users of Digital Board Meeting Solution application
2	Maintain, edit and update all training content in sync with changes made in the Digital Board Meeting Solution throughout the contract period.
3	The training should be provided in a manner befitting stature of members of the Board of the Bank 24*7-on Call support for members of the board
4	The vendor provides call/ email support for members of the board
5	Resident engineer for onsite support can be made available.
6	9*6 on call support to the office of the secretary of the board
7	Help document for all users should be available.
8	AES 256 encryption- end to end -rest and transit or Similar encryption
9	Full VC integration in Ipad / laptop/desktop
10	Native App on Android and iPad
11	In App secured comment and chat
12	Messenger feature
13	Native Mobile apps for IOs and android phones
14	Biometric Authentication for App
15	ISO 27001 certified
16	Upload in all formats/ Word, Excel, PPT, Videos, Audios, PDF
17	In Built Evaluation survey module
18	Action Management
19	Auto draft of First-cut minutes

20	Presenter mode
21	In app Archrivals
22	Repository for non-confidential data
23	Document side by side Compare feature
24	Voice Annotations
25	In App Version control

Security requirement

1. The Vendor shall have a well-defined Information Security policy compliant with ISO/IEC 27001 and as a general practice all its delivery centers should abide with standard practices of ISO 27001.
2. The Data Center where application shall be hosted shall have Perimeter and Web Application Firewalls (WAF), Data Leakage Prevention (DLP) and Intrusion Prevention System etc. to avert any unauthorized access.
3. DC and DR should comply to at least Tier III standard
4. The system must have proper security and maintenance facility with access control
5. Features for controlling the access rights over the system and over the various functions/features available for different types of users.
6. Unauthorized access should be restricted and only authorized users with valid login-id and password should be allowed to access the legitimate features i.e. access to data file, module, screen, data table, record, field, etc. If required, two levels of authentication may be provided for accessing certain features/ screens/ transactions.
7. To maintain information security during transaction the developed system should support both HTTP and HTTPS, all internal data communication shall be done through encrypted mode using latest version of TLS (Transport Layer Security)/ SSL (Secure Socket Layer).
8. Web based Solution shall apply security measures like 'captcha' at the time of login by user to determine whether the user is human or not, and to avoid unauthorized access by Other Software i.e. Bots, DDoS etc.
9. The system should have a capability to assign activities to roles, and map roles to user
10. Business Continuity and Disaster Recovery: The bidder shall maintain documented, approved, and regularly tested BCP and DR arrangements to ensure the continued availability and timely recovery of the BoardPack solution and associated data following operational, technical, cyber, or other disruptive events.
11. Recovery and Data Protection: The bidder shall comply with agreed Recovery Time Objective (RTO) and Recovery Point Objective (RPO) requirements and maintain appropriate redundancy, secure backups, and recovery capabilities to minimize service disruption and data loss.

Exit Management and Data Portability: Upon expiry or termination of the contract, the bidder shall provide all necessary assistance to ensure an orderly transition to the organization or a new service provider, including secure transfer/export of all organizational data in an agreed, commonly usable format. The bidder shall ensure continuity of service during the agreed transition period and, following successful migration and confirmation by the organization, securely delete all remaining organizational data and provide evidence/certification of such deletion.

Agreed (Please provide your comments to ensure compliance with the attached specifications)

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SECTION IV
PROPOSAL SUBMISSION FORMS

FORM 01

(The vendor shall fill in this form in accordance with the instructions indicated No alternation to its format shall be permitted and no substitutions will accept)

Date :

To : Chairman – Procurement committee
State Mortgage and Investment Bank

I/We, the undersigned, hereby declare as follows:

- a). I/We have examined the documents issued and have no reservations regarding their contents.
- b). I/We offer to supply and implement Board Pack software, conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements.
- C). The total price of our quotation including any discounts offered is: (insert the total quoted price in word and figure)
- d). Our quotation shall remain valid for the period specified in ITV Sub-Clause 3.C, from the date fixed for
the quotation submission deadline in accordance with ITV Sub-Clause 4.A, and it shall remain binding
upon us and may be accepted at any time before the expiration of that period.
- e). I/We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- f). I/We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that
you may receive.

Signed :

Contact Person :.....

Contact No :.....

Email address :.....

Date :.....

Signature and rubber stamp

PRICE SCHEDULE

- a) The vendor shall submit the quotation using the following format, solely in Sri Lankan Rupees.
- b) Alternative offers shall not be considered. The vendors are advised not to quote different options of same item but furnish the most competitive among the options available to the bidder.
- c) The applicable VAT/Taxes shall be indicated separately.
- d) The below prices quoted by the vendor shall be fixed during the vendor's performance of the contract and not subject to variation on any account. The quotations submitted with conditions affecting the price shall be treated as non-responsive and may be rejected.
- e) 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.
- f) Payments
 - a). No payment whatsoever will be made in advance before execution of the order.
 - b). Payment shall be made at the beginning of each year for the duration of the contract period
 - c). If quoted in USD, payment shall be made using the USD selling rate published by the CBSL on the payment due date.
- g) Quotation shall be rejected;
 - If the Bidder offer more than one offer.
 - If submit conditional offer.
 - If alterations are not authenticated by full signature.
- h) All items listed in price schedule should be quoted, if not shall be assumed to be included in the prices of other items.

Item No	Requirment	Quantity	Prices (USD)					
			3- Years	Taxes for 03 Year	Total Price	01 - Year	Taxes for 01 Year	Total Price
1	Board Pack / Board Management Software Solution	15						

If there are any additional costs, please provide them as a separate item.