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Chief Engineer (Motive Power) }

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SRI LANKA RAILWAYS

දුම්රිය } GMF 35 E.
Railway }

My No. } CEM / TO / Local Purchase – 16 / 2021

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Chief Engineer (Motive Power)'s Office
No 575, Baseline Road, Dematagoda.

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Date } 04th September 2021

Calling Quotations to Design & Implement a Soft means of Personal File Management System to Motive Power sub department of Sri Lanka Railways.

Chief Engineer (Motive Power), Sri Lanka Railways invites the IT industry to take part in implementing a soft means of Personal File Management System of employees. Personal file is a file that keeps the details of an employee that is opened at the time an employee is given the appointment and is maintained until the retirement.

The companies or professional engaged in IT industry in Sri Lanka may express their interest to submit bids for above task by submitting their business details, experience and professional qualification to dgmp@railway.gov.lk and get an appointment to study the requirement of the filling system. The requirement can be briefly explained as follows.

1. Number of Personal files (approximately) - 2,500
2. Existing hard paper documents of each files needs to scan and store in as soft documents with proper grouping techniques and user friendly retrieving mechanism.
3. The monthly or daily inputs to the files shall be identified and required to send it online in time.
4. The soft means of putting signature of the official who uploads the input documents to the files is required
5. The documents which need approval of higher official for payment, interdiction, termination of employment etc. need to take hard copies from authorized points and take approval and file in a hard file, then scan it and input it to soft system.
6. Updating the existing files, delays of submitting pension document, etc. in the existing filling system shall be done and all the problems & delays related to personal emoluments shall be addressed.
7. Any suggestions after studying issues of existing filling system shall be submitted frankly.

Dead line for the main action of this project.

- I. Submitting expression of interest - on or before 25.09.2021
 - II. Completion of study of existing file system - on or before 10.10.2021
 - III. Submitting project proposal & quotation - on or before 31.10.2021
 - IV. Selection of prospective offer - before 15.11.2021
 - V. Completion of work - before 15.02.2022
8. Payments shall be made only after completion of the work successfully to the satisfaction of Sri Lanka Railways.

9. All the dealings related to this, may be conducted via online discussion. But it is essential to study the existing filling system by limited visits to the office by experienced professionals only upon prior approval.
10. This project may be used for study & training purposes of IT industry graduates. The interested parties who submitted expression of interest to this project shall bear any expenses if the final payment is not approved by Sri Lanka Railways due to unsatisfactory completion of the task.

For clarifications, interested personal may contact;

Eng. H.M.B Sampath – Deputy Chief Engineer (Motive Power) – 0714474600

Eng. K.A.B Pathirathna – Superintendent Engineer (Motive Power) – 0718409361

Chief Engineer ((Motive Power)
Sri Lanka Railways