

Request for Proposals

For Digitalization of the Lake House Record Room

The Associated Newspapers of Ceylon Limited (Lake House) calls for proposals from reputed implementers and System Integrators to digitalize the Record Room information and the preservation of paper documents as an ongoing process.

Detailed RFP including the scope of work available at the website www.dailynews.lk and www.sundayobserver.lk

The successful implementer should provide performance guarantee bond from an approved bank operating in Sri Lanka. The value of the bond will be decided by Lake House.

Companies who are interested in providing the above mentioned services to Lake House are requested to submit a proposal including the company profile, references, contact details & financial proposals for the above.

Proposals should be sent in a sealed envelope marked as "Proposals for digitalization of Lake House Record Room" on the top left hand corner to the Head of Procurement on or before 3.00 p.m. on 11th January, 2017.

Further details could be obtained from Barrie / Consultant IT and Kapila / Head of IT. (011-2429429)

The Associated Newspapers of Ceylon Limited reserves the right to accept or reject any or all offers without assigning any reason whatsoever.



**LAKE
HOUSE**

**Head of Procurement
The Associated Newspapers of Ceylon Limited
No. 35, Lake House,
D.R. Wijewardene Mawatha, Colombo 10.
Tel. : 011-2429451**

Associated Newspapers of Ceylon Ltd – Record Room Digitization RFP

Associated Newspapers of Ceylon Ltd (ANCL), calls for proposals from reputed Vendors / System Integrators for Digitizing the Record Room Information and the preservation of Paper Documents as an on-going process. The detail requirements are described below:

- All documents should be preserved for a period of five years in a suitable manner
- The digitization efforts estimations are given below:
 - Personal Files 5000 Nos – 40 A4 sheets per file
 - General Ledger Books (60cmX90cm) – 30 ledger books of 400 sheets each
 - Accounts Books (75cmX120cm) – 30 ledgers books of 300 sheets each
 - Transport Documents (75cmX30cm) – 60 Nos per month
 - A4 sheets 5600 Nos – files will be identified
 - A3 sheets 5000 Nos – files will be identified
 - A3 sheets 1000 Nos – of Supplement files – files will be identified
 - A4 4000 sheets – other Documents
 - Legal Sheets – 500 Nos
- The digitized data should be stored in a suitable manner with proper folders, search indexes etc
- The meta-data of digitized data should be stored in a suitable database with the required search facilities
- The Vendor should specify the following in their respective offer document
 - The effort cost of digitization; All equipment, software and services for digitization to be provided by the Vendor; The digitization process should be carried out at ANCL premises
 - The installation and the cost of Operating System licenses for the Document Management Hardware System
 - The installation and cost of Database licenses for the Document Management System
 - The cost of On-premise Document Management software licenses and installation
 - Storage required for Digitized data, Meta-data Database and for an additional 04 year growth projection
 - The detail specifications of an adequately sized hardware for the above components