



## **Ministry of Environment**

### **Geological Survey & Mines Bureau**

#### **REQUEST FOR EXPRESSION OF INTEREST CONSULTING SERVICES - INDIVIDUAL CONSULTANT**

**Project: Document Archiving Solution**

**Assignment Title: Selection of Individual Consultant (Project consultant) for preparing documents to document scanning and storing in existing database management system in mining division of Geological Survey & Mines Bureau**

**Reference No: PR/02/Q/13/22**

Geological Survey and Mines Bureau (GSMB) has been established under the Mines and Minerals Act No.33 of 1992. The mission of the GSMB is to provide Geo-Scientific information, advice and service to the policy makers and the community and to promote and manage the mineral resources of the country for economic development while ensuring environmental sustainability. It regulates exploration, mining processing, transportation, trading and exporting of minerals by way of issuing respective licenses.

In order to proceed with the said regulatory operations there will be a generation of large number of documents for respective files. In the case of facilitating the above operations there is an essentiality in demanding of large space utility, appropriate storing mechanism, considerable number of allocated staff, infrastructure, etc. are anticipated. These requirements are noted as unfavorable consequences for the general functionality of the bureau. Therefore the bureau has decided to store the documents through a document scanning system to carry out the license process in convenient, systematic & efficient manner. In this regard the bureau is desired to link the scanned documents to the existing database management system.

In the case of accomplishing the said intension a service of a consultant is required to advice GSMB procurement committee. The intended consultant is also responsible for the preparation of Terms of Reference (TOR), Request for Proposals (RFP) and other required services accompanied with the consultation for tendering process.

The scope of the proposed task, technical requirements and financial information requirements could be downloaded from the GSMB website: [www.gsmb.gov.lk](http://www.gsmb.gov.lk)

Interested parties may obtain further information from Senior Registrar GSMB by contacting via phone: 0718054245 Fax: 0112078302

Tenders including all the requested information must be delivered no later than 31/01/2022 on or before 02.00 p.m. to chairman procurement committee Geological Survey and Mines Bureau, 569, Epitamulla Road, Pitakotte, Sri Lanka

A pre-proposal meeting will be held 20/01/2022 at 10.00 a.m. (GSMB Auditorium)

The Chairman,  
Department of Procurement Committee,  
Geological Survey & Mines Bureau,  
No-569,  
Epitamulla Road,  
Pitakotte.