

BEN-IT-26-0037

Submission Details

Form Type	PA
Workflow	BEN0014 : IT BEN
Document Type	Professional Fees
Submission Date	Jun 30, 2026 01:33 PM
Submitted By	Ijas Ahamed
Subject	Approval to Outsource HR Employee Personnel File Scanning and Digital Archiving Services
Objective	To obtain approval to outsource the scanning, indexing, quality checking, and secure digital archiving of approximately 600 HR personnel files, ensuring confidentiality, efficient retrieval, secure storage, and timely completion.
Rationale	The HR Department requires approximately 600 employee personnel files to be digitized through document preparation, scanning, indexing, quality checking, and secure uploading. Completing this work internally would require temporary staff, supervision, scanners, computers, workspace, training, and quality verification, increasing both operational effort and overall cost. Quotations were obtained from external service providers, with DOK Solutions submitting the lowest evaluated price of LKR 157,500 (excluding taxes), compared with LKR 227,500 from Businessfocus360 and an estimated LKR 250,000 for engaging five interns for up to 60 days, excluding equipment and administrative overheads. Since the actual number of documents and indexing requirements may increase during implementation, it is recommended that approval be granted for a maximum project value of LKR 300,000 to accommodate any variations. Final payment will be based on the actual quantity processed. Outsourcing will reduce administrative burden, ensure confidentiality through contractual obligations, provide better quality control, and enable HR staff to continue their regular duties without interruption. Document Digitization Cost Comparison DOK Solutions Included quantity: 45,000 pages/images Total (before taxes): LKR 157,500 Notes: Minimum 32 separate indexing fields required Additional indexing charge: LKR 1.00 per PDF per indexing field Additional single-sided scanning: LKR 3.50 per page ----- Businessfocus360 Included quantity: Approximately 45,500 pages Total (before taxes): LKR 227,500 Notes: Stationery not included Indexing cost not yet provided (requested by Procurement)

	===== Five Interns (60 Days) Included quantity: Not guaranteed Total (before taxes): LKR 250,000 Notes: Organization must provide scanners, computers, stationery Training, supervision, QA, and rework handled internally ===== Cost Calculation Summary DOK Solutions (Scanning Only) 45,000 pages × LKR 3.50 = LKR 157,500 Businessfocus360 22,750 papers × LKR 10.00 = LKR 227,500 Five Interns 5 interns × LKR 25,000 × 2 months = LKR 250,000 Indexing Requirement Minimum requirement: 32 indexing DOK Solutions indexing model: Additional charge: LKR 1.00 per PDF per additional indexing field Final cost depends on: Total number of PDFs created Which indexing fields are included in base price vs charged separately DOK Solutions is selected for HR file digitization with a base cost of LKR 157,500, excluding indexing and additional pages, with an approved maximum budget of LKR 300,000, ensuring confidentiality, quality, efficiency, and compliance.
Location	Ben
Date Required	Jul 03, 2026
Cost If Any	300,000
ROI (If Applicable)	

Comments

Jul 02, 2026 10:21 AM	Apsara De Silva	Is this only for BENH?
Jul 02, 2026 11:57 AM	Michael Devasahayam	This is for the Group
Jul 03, 2026 09:41 AM	Apsara De Silva	Can we pay each company individually?

Jul 03, 2026 09:52 AM	Michael Devasahayam	We will check with the vendor whether it is possible to split the invoice on a company-wise basis. I recommend obtaining approval for the primary PAA as the principal approval. The necessary company-wise allocations and documentation can then be completed through the ECF process.
Jul 03, 2026 11:19 AM	Kanniahraj Sudarson	Please Validate
Jul 06, 2026 11:50 AM	Pradeepa Kekulawala	approved. a need of the modern times . also a corporate office requirement
Jul 06, 2026 11:50 AM	Pradeepa Kekulawala	validated
Jul 06, 2026 11:59 AM	Kanniahraj Sudarson	Please Validate
Jul 06, 2026 01:37 PM	Pradesha Maheshwaran	Validated
Jul 06, 2026 01:40 PM	Fazly Faleel	Submitted for further approvals as deemed relevant - GHR decision

Approvals

Michael

Apsara De Silva



Michael Devasahayam

Senior Manager Network and
Security

Jun 30, 2026

Apsara De Silva

Accountant

Jul 03, 2026

Kanniahraj Sudarson

Group Financial Controller

Jul 06, 2026

Fazly Faleel

Jeyaseelan G.T

Approved

Fazly Faleel

Group Chief Financial Officer

Jul 06, 2026

Jeyaseelan G.T

Group Director

Jul 07, 2026

Approval Team

Approval Team

Jul 07, 2026