



CEYLON PETROLEUM CORPORATION

ANNUAL MAINTENANCE TO CLEAN THE 15 ACRES PORTION OF CPC OWNED LAND AT MUTHURAJAWELA

B/14/2025

BIDDING DOCUMENT

2025

INVITATION FOR BIDS
CEYLON PETROLEUM CORPORATION
ANNUAL MAINTENANCE TO CLEAN THE 15 ACRES PORTION OF CPC OWNED LAND
AT MUTHURAJAWELA

B/14/2025

The Chairman, Departmental Procurement Committee, Ceylon Petroleum Corporation will receive sealed Bids from reputed Suppliers for “**Annual maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela**”

To be eligible for awarding the Contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and qualification criteria stated in the Bidding Document.

Bidding Documents can be obtained on working days between **0900 hrs. to 1500 hrs. up to 29.04.2025** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 after payment of non-refundable fee of Rs. 1,000.00 (Rs. 826.79 + 2.5% SSCL +18% VAT) to CPC.

All Bids should be accompanied by a Bid Security amounts to Rs. 12,000.00.

Note - : The bidder should attend for a mandatory site visit to be held at 10.00 hrs. on 23.04.2025 before pricing and contact more details to Dy. Engineering Manager over the Tel. 071 8669943.

The Bid will be **closed at 1400 hrs. on 30.04.2025** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid.

Chairman,
Departmental Procurement Committee,
c/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.
Tele : 0094-11-7296336
Fax : 0094-11-2106769

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MINISTRY OF ENERGY



CEYLON PETROLEUM CORPORATION

ANNUAL MAINTENANCE TO CLEAN THE 15 ACRES PORTION OF CPC OWNED LAND AT MUTHURAJAWELA

B/14/2025

1. INSTRUCTIONS TO BIDDERS (ITB)

- 1.1 **Introduction** The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation (CPC), Sri Lanka, hereby calls sealed bids from eligible bidders for the procurement **“Annual maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela”**
- 1.2 **Eligibility Criteria**
- Bidder should not be blacklisted
 - Bidder should have carried out previous contracts at least having contract values of Rs. 900,000.00 for past 03 years (2024,2023,2022).
 - Bidder shall be a Sri Lankan individual or a Business Firm
- 1.3 **Documents to accompany the Bid:**
- The Bid shall contain adequate particulars in respect of this procurement and all bidders are requested to furnish followings along with their bids before closing time & date of the Bids.
 - a) Copies of Purchase Orders/completion certificates of completed similar jobs within last three years (2024,2023,2022) of minimum contract value of Rs. 900,000.00
 - b) Schedule of Prices duly completed and signed.
 - c) Form of Bid (Annexure- A) duly completed and signed.
 - d) Bid Security Guarantee
- 1.4 **Bid Prices**
- The bid price shall be for the **“Annual maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela”**
- 1.5 **Period of Validity of Bids**
- The bid shall valid for a minimum period of Forty Nine (49) days from the closing date of the Bid
 - Bidders should however, clearly indicate the maximum period that their offer would be valid.
 - A Bid valid for a shorter period will be rejected as non-responsive.
- 1.6 **Bid Security**
- Bid shall include a Bid Security:
- for an amount Rs. 12,000.00 issued by a Licensed Commercial Bank in Sri Lanka acceptable to Employer using the form for bid security (unconditional guarantee).
- Remain valid till Seventy Seven (77) days from the date of closing the tender. (i.e. 16.07.2025).

- 1.7 Site Visit
- The bidder should attend for a mandatory site visit scheduled to be held at **10.00 hrs. on 23.04.2025**. The bidders shall send their authorized representative to participate for this site visit. For the site visit, please contact Dy. Engineering Manager over the telephone No. 071 8669943. If any bidder who fails to attend the site visit will disqualify at the bid evaluation.
- 1.8 Preparation and Submission of Bids
- All the documents related to the Bid shall be numbered and named as per the sequence of the document for easy reference.
 - The Bids shall be addressed to Chairman, Procurement Committee, c/o Manager (Procurement & Stores), Procurement & Stores Function, Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka **on or before 1400 (Sri Lanka time) hrs. on 30.04.2025**
 - Any bid received by the Employer after the deadline stated above will not be considered for evaluation.
However, it is the responsibility of the Bidder to submit the bid on or before the given deadline and any bid received after the deadline will not be considered by the Employer under any circumstance.
 - Bidders have to consider at the time of bidding, any delays and restrictions to adhere while carrying out the works
- 1.9 Closing and Opening of Bids
- The Bid will be **closed at 1400 hrs. on 30.04.2025** and opened immediately after the closing time of the Bid at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, No. 609, 1st Floor, Dr. Danister De Silva Mawatha, Colombo 09.
- 1.10 Evaluation & Comparison of Bids
- The CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed and the Bids are substantially responsive.
- 1.11 Procurement Committee's right to accept or reject any or all Bids
- The Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
 - The Procurement Committee reserves the rights to reject any or all Bids or any part thereof, without adducing any reasons. The Procurement Committee may accept any or all items of an offer and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
 - The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding document, soon after the decision of the Procurement Committee.
- 1.12 Award Criteria
- Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid for each item quoted provided that the Bidder is determined to be qualified to perform the contract satisfactorily. The successful Bidder's will be called upon to CPC Head Office, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, conforming to Conditions of Contract.

2. CONDITIONS OF CONTRACT (COC)

- 2.1 Performance Guarantee**
- The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a Licensed Commercial Bank in Sri Lanka, in a sum equivalent to 10% of the value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure - D
 - If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
 - The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
 - The Performance Guarantee shall be in favour of the CPC, and shall be valid for a period not less than Ninety (90) days from the date of anticipated final delivery.
- 2.2 Method of Payment**
- No advance payment will be paid prior to work commencement. The quarterly payment will be arranged after the successful completion.
- 2.3 Contract Period**
- Total Contract duration is One Year. Contractor should attend on the cleaning work in at three months interval and complete the tasks within two weeks time.(Maximum)
- 2.4 Defaults by Successful Bidder**
- If the successful Bidder, defaults in the supply or otherwise commits a breach of any of the provisions in the Contract with CPC for the above service according to the Scope of Service the CPC has the right to forfeit the performance guarantee of the Supplier.
 - Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A form of Bid, as Annexure - 'A' is attached.
- 2.5 Force Majeure**
- Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution, Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the sale.
- 2.6 Penalty Charges**
- A penalty charge up to maximum of 20% of the certified work done will be imposed on the quarterly bill for any shortcomings noticed during the quarter with written notification to the contractor.

2.7 Termination

- If any shortcomings of the cleaning service are noticed, a warning letter will be issued explaining the shortcomings of the service. The service will be closely monitored for a period of three months from the date of the warning letter is issued. If the service is not improved by the Successful Bidder during that period, CPC reserves the right to terminate the contract within a period of one month from the date of notice is given.

3. SCOPE OF SERVICE

- 3.1 Clearing the CPC Land at Muthurajawela (Extent 15Acres and drawing attached) as per the instruction given by Manager (Engineering & Premises) .Work shall consist of but not be limited to following tasks.
 - 3.1.1 Clearing all the shrubs and bushes and cart away from the site.
 - 3.1.2 Cutting and removing of all the Acacia trees and cart away all the branches and stems from site.
 - 3.1.3 Cutting and removing of trees, the girth which are not higher than 300 mm and cart away all the branches and stems from site.
 - 3.1.4 Cut and remove all the vines along the boundary walls and fence.
 - 3.1.5 Collect all the unnecessary items/debris in the premises on completion of the work and buried them at site or cart away from site and clean the site as per the instruction and approval of Manager (E & P) or his authorized representative, without any additional cost to CPC.
- 3.2 Contractors have to adhere to security and safety requirements of the CPC and local authorities in carrying out the work .
- 3.3 Any damages to surrounding properties or equipment of a third party to be made good at bidder's own expense.
- 3.4 No fire will be allowed within the premises
- 3.5 The related work is to be undertaken in a high security area and the bidders to keep this in mind when selecting personnel for the work.
- 3.6 Work to be done while operations are going on and without disturbing such operational activities.
- 3.7 Contractor is requested to follow all fire, safety and security regulations and any other local authority requirements during the work.
- 3.8 All relevant labour, material equipment, etc to be provided by the bidder.
- 3.9 All the safety precautions of the labour & supervision is under the sole responsibility of the bidder.
- 3.10 Entire premises shall be kept clean through out the year.

4. BILL OF QUANTITIES

Item No.	Description	Unit	Qty	Rate per Quarter (Rs.)	Total Amount (Rs.)
1	Annual Maintenance contract for clearing and upkeep of the 15 Acres CPC owned Land in Muthurajawela	Quarter	04		
Sub Total - 1				Rs,	
Less – Discount (if any)				Rs.	
Sub Total - 2				Rs.	
Add – SSCL (2.5%)				Rs.	
Sub Total - 3				Rs.	
Add – Vat (18%)				Rs.	
Grand Total				Rs.	

Total amount in words :-.....

.....

Name of the Bidder :-

Address of the Bidder :-

Tel/Fax/E mail :-

VAT Registration No :-

.....

Date

.....

Signature of Bidder

Form of Bid

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,,
Colombo 09.
SRI LANKA.

From:

.....

.....

Sir,

A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract for **Annual maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela** , we offer to complete the whole of said items in conformity with the said document.

A-2 Unless and until a formal agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.

A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding Document.

A-5 We agree to abide by this Bid for the period of **Forty Nine (49) days** from the date of opening of the same Bid. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 We agree to be bound by the Bid, Bid Conditions, Technical specifications and Performance security.

A-7 We affirm that the said service should be completed **two weeks** after we receive notice of acceptance of our Bid from the CPC, on three months interval through out contract period.

A-8 We offer the lump sum fixed price of Sri Lanka Rupees (local cost in figures)
..... (in words
..... for **Annual**

maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela as detailed out in this Bidding Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of2025.

Signature.....in the capacity of

.....duly authorized to sign Bids for and on behalf of :

Name

Address

.....

.....

Witnesses:

1. Signature

Name :

Address :

.....

.....

2. Signature :

Name :

Address :

.....

.....

Format for Bid Security

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
[insert issuing agency's name and address of issuing branch or office].....

Beneficiary:..... [Insert (by PE) name and address of CPC/ Purchaser]

Date : [Insert (by issuing agency) date]

BID GUARANTEE NO.: [Insert (by issuing agency) number]

We have been informed that [Insert (by issuing agency) name of the Bid; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bid") has submitted to you its bid dated [Insert (by issuing agency) date] (Hereinafter called "the Bid") for execution/ supply [select appropriately] of [insert name of Contract] under Invitation for Bids No. [Insert IFB number] ("The IFB")

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bid, we[insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in figures][insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bid is in breach of its obligation(s) under the bid conditions, because the Bid.

has withdrawn its Bid during the period of bid validity specified; or

does not accept the correction of errors in accordance with the Instructions to Bids (hereinafter "the ITB") of the IFB; or

having been notified of the acceptance of its Bid by the CPC/ Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bid is the successful Bid, upon our receipt of copies of the Contract signed by the Bid and of the Performance Security issued to you by the Bid; or (b) if the Bid is not the successful Bid, upon the earlier of (i) our receipt of a copy of your notification to the Bid that the Bid was unsuccessful, otherwise it will remain in force up to

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date

[signature(s) of authorized representative(s)]

FORM OF AGREEMENT

This Agreement made this _____ day of _____ 2025, by and between CPC established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No. 609, Dr. Danister De Silva Mwt., Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and _____ of _____ a Company duly incorporated & having its registered Office at _____ (hereinafter called the “Contractor” which terms of expression as herein used shall where this context so requires and admits mean & include the _____ & its successors & assigns) of the other part.

Whereas the CPC is desirous that the Service known as the “**Annual maintenance to Clean the 15 Acres Portion of CPC owned Land at Muthurajawela**” should be supplied by the Supplier, and has accepted a Bid by the Contractor for the supply of such services, and the remedying of any defects therein.

The CPC and the Contractor agree, as follows: -

In the Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s scope of work hereinafter referred to.

The following documents shall be deemed to form and be read and construed as a part of this Agreement.

- Letter of Acceptance dated _____.
- The Bid dated _____.
- Scope of Work
- The Conditions of Contract
- The Contractor's Proposal

In consideration of the payments to be made by the CPC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

The CPC hereby covenants to pay the Contractor in consideration of the Supply and the remedying of defects therein, the agreed Price or such other sum as may become payable under the provisions of the Agreement the times and in the manner prescribed by the Agreement.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the Chairman of CPC		Authorized Signature of the Contractor	
In the presence of		In the presence of	
Name		Name	
Signature		Signature	
Address		Address	

FORMAT FOR PERFORMANCE GUARANTEE

.....[issuing Agency's Name and Address of issuing Branch or Office].....

Beneficiary :[Name and Address of Employer].....

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No.[reference number of the contract] dated

.....with you, for the [insert " construction"/ "Supply"] of[name of contract and brief description of Works] (hereinafter called "the Contract")

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures] (.....) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than theday of, 2025 [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....

[Signature(s)]