



CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

B/40/2024

PROCUREMENT OF INSURANCE COVERS

FOR THE MOTOR VEHICLE FLEET AT

CEYLON PETROLEUM CORPORATION FOR THE YEAR

2024/2025

**THE CHAIRMAN
DEPARTMENTAL PROCUREMENT COMMITTEE
CEYLON PETROLEUM CORPORATION
C/O. PROCUREMENT & STORES FUNCTION,
1ST FLOOR,
NO. 609,
DR. DANISTER DE SILVA MAWATHA,
COLOMBO 09.**

INVITATION FOR BIDS
INSURANCE COVER FOR THE MOTOR VEHICLE FLEET AT
CEYLON PETROLEUM CORPORATION
FOR THE YEAR 2024/2025
B/40/2024

The Chairman, Departmental Procurement Committee, on behalf of the Ceylon Petroleum Corporation, Colombo 09 hereby invites bids from the eligible, reputed Insurance Service Providers and Insurance Brokers who are registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL) for the provision of above Insurance Covers for a period of one year with effect from 12.09.2024.

Bidding Document can be downloaded from the website <http://ceypetco.gov.lk/public-tenders/> or obtained between 0900 hrs. to 1500 hrs. up to 30.07.2024 from the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 on a written request. A payment of non-refundable fee of LKR 2,000.00 (Rs. 1,653.58 + 2.5% SSCL + 18% VAT) per bid should be paid to the CPC Cashier at head office or to the Account No. 004100110208633 of Ceylon Petroleum Corporation of People's Bank (Head Office) in case the document is downloaded on or before the deadline mentioned below and the receipt should be submitted along with the Bid.

Bids will be closed at 1400 hrs. on 31.07.2024 at the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, at the undermentioned address and will be opened immediately after closing time of the Bids. Bidder or their authorized representatives will be permitted to be present at the time of opening of bid. As per the Public Contract Act No. 3, of 1987 for every public contract exceeding LKR. 5 Million, the prospective bidders shall be registered in the Department of Registrar of Companies through <https://eroc.drc.gov.lk/> website and Public Contract Act (PCA) 3 certificate shall be submitted along with the bid. Bids may be sent by post under registered cover or deposited in the Tender Box kept in the office of Manager (Procurement & Stores) in the address given below.

Chairman
Departmental Procurement Committee
Ceylon Petroleum Corporation
C/o. Procurement & Stores Function,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Email - supplies@ceypetco.gov.lk

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1. INSTRUCTIONS TO BIDDERS

1.1. Introduction

The Chairman, Departmental Procurement Committee (DPC), invites sealed bids to provide Insurance Covers to **Ceylon Petroleum Corporation (CPC)** for a period of One Year, commencing from 12.09.2024 for Motor Vehicle Fleet Insurance Cover as per General Terms and Conditions and annexed schedules.

1.2. Eligibility criteria

In order to be considered as eligible for bidding, a Bidder must:

- 1.2.1. Be a valid registered entity at Insurance Regulatory Commission of Sri Lanka (IRCSL).*
- 1.2.2. Be an established insurance Company in active operations within Sri Lanka for at least last five years.*
- 1.2.3. Gross premium on general insurance should not be less than LKR two billion either in*
- 1.2.4. Financial year 2021 or 2022 or 2023.*
- 1.2.5. Should have more than 5 years' experience in the large scale (100 or above) fleet Insurance experience in Sri Lanka.*

1.3. Scope of Insurance Covers

Ceylon Petroleum Corporation (CPC) invites bids for providing the services related to Vehicle Insurance Covers from eligible, reputed Insurance Service Providers who are registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL) and qualified under criteria as specified here in this document, for a period of twelve (12) months commencing 12.09.2024 for the followings:

- 1. Motor Comprehensive (Full Insurance) -Private Car Fleet - 22*
- 2. Motor Comprehensive (Full Insurance) -Commercial Lorries & Special Type Vehicles - 40*
- 3. Motor Comprehensive (Full Insurance) -Motor Cycle Fleet - 16*
- 4. Motor Comprehensive (Full Insurance) -Commercial Buses - 10*
- 5. Motor Comprehensive (Full Insurance) -Commercial Dual Purposes Vehicles - 34*
- 6. Motor Comprehensive (Full Insurance) – Three wheeler - 19*
- 7. Motor third Party - -Special Type Vehicles - 27*

1.4. Invitation to Bids

1.4.1. Bidding Document can be downloaded from the website <http://ceypetco.gov.lk/public-tenders/> or obtained between 0900 hrs. to 1500 hrs. up to 30.07.2024 from the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 on a written request. A payment of non-

refundable fee of LKR 2,000.00 (Rs. 1,653.58 + 2.5% SSCL + 18% VAT) per bid should be paid to the CPC Cashier at head office or to the Account No. 004100110208633 of Ceylon Petroleum Corporation of People's Bank (Head Office) in case the document is downloaded on or before the deadline mentioned above and the receipt should be submitted along with the Bid.

1.4.2. The Bidding document will consist of the following:

- (i) Instructions to bidders (ITB)
- (ii) General Terms & Conditions of the Bid
- (iii) Insurance Covers Required & Bid forms
- (iv) Form of Bid (Annexure A)
- (v) Format of Bid Security (Annexure B)
- (vi) Format of Performance Security (Annexure C)
- (vii) Company Profile (Annexure D)
- (viii) Details of Motor Vehicle Fleet of CPC (Annexure E)
- (ix) Format Of Contract Agreement Annexure (Annexure F)
- (x) Form of Letter of Authorization, Annexure (Annexure G)

1.5. Documents to accompany with the Bid

1.5.1. The following documents shall be accompanied with the Bid.

Failure to furnish the following documents and details, before the closing of bid, may result in the bid being rejected. All documents shall be furnished in English language.

- a) Original of the General Terms and Conditions of the Bid. Each page duly signed and dated
- b) Original of the form of bid, duly completed, signed, dated and sealed
- c) The Insurance Cover Bid Forms to be completed, signed, stamped and dated.
- d) The draft Insurance policy.
- e) Certified copy of Memorandum and Articles of Association of the Insurer.
- f) Certificate of Incorporation or Business Registration
- g) Full set of Audited Financial Statements for last 03 years (2021,2022 &2023)
- h) Certified copy of the Certification of valid Registration under the IRC SL of Sri Lanka
- i) Documents requested in General Terms & Conditions.
- j) Bid Security Guarantee issued by Licensed commercial bank operating in Sri Lanka.
- k) Detailed profile of the Insurance company and/or Registered Agent /Broker
- l) Details and documentary proof for minimum of 05 years Previous experience in the provision of similar policies and giving the names of institutions and the nature of covers etc.

- m) Details of Major accident completion Lead time.
- n) Annexure G - If agent/broker is the bidder
- o) A copy of the payment receipt of non-refundable fee.

(Failure to furnish the above said documents and details, before the closing of bid, may result in the bid being rejected. All documents shall be furnished in English language.)

1.5.2. Additional Requirements to be fulfilled by the Insurance agent/broker

- 1.5.2.1. Bids from the registered agent/broker representing Insurance Company should accompany a Letter of Authorization from the Insurance Company, empowering the authorized agent/broker to bid on behalf of them and to fulfil all the terms and conditions of the contract, in the event of the bid being awarded.

Format of Letter of Authorization - Annexure "G" is attached.

- 1.5.2.2. All documents relevant to the insurance companies (insurers) & other institutions as specified under 1.5.1 relevant & specific to the bid

1.5.3. Additional Requirements to be fulfilled by the Insurance broker

If the Bidder is an insurance broker, in addition to all the requirements enumerated in the Bid Document, the following shall be fulfilled and submitted along with the bid.

- 1.5.3.1. Brokers should bid only on behalf of insurance companies registered with IRCSL which meets with the criteria mentioned in the bid document. It is also a condition that, the bid should be in a manner it enables CPC to deal & enter into contract direct with the insurer.
- 1.5.3.2. Be a valid registered insurance broker at Insurance Regulatory Commission of Sri Lanka (IRCSL)
- 1.5.3.3. Be an established Insurance Broker in active operations within Sri Lanka for at least last five years and has not been suspended/license cancelled during last five years.
- 1.5.3.4. Registered name of the Insurance Broker:
- 1.5.3.5. Registered Office Address of the Insurance Broker:
- 1.5.3.6. Business Registration of the Insurance Broker:
- 1.5.3.7. Date of incorporation and number of years of experience of the Insurance Broker:
- 1.5.3.8. Name of the Principal Officer and the names of the Board of Directors of the Insurance Broker:
- 1.5.3.9. Details of number of technical staff handling underwriting and claims of the Insurance Broker
- 1.5.3.10. Details of Life and Non-Life gross written premium of the Insurance Broker for the past five (5) years; i.e. 2018,2019,2020,2021 and 2022
- 1.5.3.11. Following documents of the Insurance Broker should be attached to the bid document
 - a) Certified copy of the Certificate of Incorporation
 - b) True copy of the Renewal of Broker license issued by the Insurance Regulatory Commission of Sri Lanka for the year 2024/25
 - c) True copy of the Audited Financials for the past five (3) years; i.e., 2021, 2022 and 2023

- d) True copy of the Professional Indemnity Insurance Policy schedule(s)
- e) Proofs on experience of the insurance broker on handling similar type of business

1.6. Sealing & Marking of the Bid

Bids shall be submitted in duplicates as per the conditions specified in this bidding document. The original and the duplicate of the bid should be placed in separate envelopes marked “ORIGINAL” and “DUPLICATE”. Both envelopes should be enclosed in one securely sealed cover, which should be marked “BID FOR THE INSURANCE COVERS FOR MOTOR VEHICLE FLEET OF CPC FOR THE YEAR 2024/2025” on the top left hand corner and the statement, “DO NOT OPEN BEFORE 1400 hrs. on 31.07.2024 and shall be addressed to:

Chairman,
Departmental procurement committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Procurement & Stores Function,
01st Floor, No. 609, Dr. Danister De Silva Mawatha
Colombo 09.
Tel: 5455330/5666225 Facsimile: 5455424

or personally deposit in the Tender Box provided at the above address.

If the outer envelope is not sealed and marked as required above, the DPC will assume no responsibility for the bid being misplaced or premature opening. If the outer envelope discloses the bidder’s identity, the DPC will not guarantee anonymity of the bid submission but this disclosure will not constitute grounds for bid rejection.

1.7. Period of Validity of the Bid

The Bid shall be valid for a minimum period of Sixty Three (63) days (i.e. up to 02.10.2024) from the closing date of the Bid. The bidder should indicate the maximum period that their Bids would be valid.

1.8. Bid Security Guarantee

- a) Each Bid shall be accompanied by a Bid Security, undertaking that the Bid will be held valid for the specified period, and that the Bid will not be withdrawn during that period. Such security shall be in the form of a Bank Guarantee issued by a Licensed Commercial Bank in Sri Lanka and approved by the Central Bank of Sri Lanka, payable to the CPC on demand in a sum of Rupees Fifty Thousand only (Rs 50,000.00).

- b) The Bid Security shall be valid for Ninety One (91) days (i.e. up to 30.10.2024) days from the date of the closing of bid. A format of Bid Security is attached as Annexure "B".
- c) Failure to submit the Bid Security at the time, or before the closing of Bid, and in accordance with above said requirements, and in the format provided, will result in the Bid being rejected.
- d) Bid Security from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security of the successful Bidder will be returned only after receipt of the Insurance Policy.

1.9. Format and Signing of the Bid

- a) The bidder shall prepare an original and a duplicate of the Bid specified above, clearly marked as "**BID FOR THE INSURANCE COVERS FOR MOTOR VEHICLE FLEET OF CPC FOR THE YEAR 2024/2025**" original and duplicate as appropriate. In the event of any discrepancy between the original and duplicate, the original shall govern.
- b) The original and the duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the bidder, or person(s) duly authorized to bind the bidder to the contract. All pages of the Bid except for un-amended printed matter shall be initialed by the person(s) signing the Bid.
- c) Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bid.

1.10. Clarification of Bidding Document

Any other information or clarification required could be obtained from the Manager Procurement, Procurement Function, 01st Floor, Ceylon Petroleum Corporation – Colombo 09 on any working day, between 0900 hrs. to 1600 hrs., 10 days prior to closing date of the bid (i.e. 19.07.2024).

Telephone: +94-11-5455336

Facsimile: +94-11-5455424

Email: supplies@ceypetco.gov.lk

Chairman,
Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

1.11. Deadline for submission of Bids

- a) Chairman, DPC, must receive bids at the address, time & date specified under ITB clause 1.11
- b) Chairman, DPC, may, at the discretion, extend the deadline for submission of Bids, by amending the bid documents, in which case all rights and obligations of CPC and the Bidder will thereafter be subjected to the deadline as extended.

1.12. Late Bids

Any Bid received by the Chairman – DPC, after the deadline for submission of Bids, will be rejected and returned unopened to Bidder. Postal or other delays will not be considered as valid reasons for acceptance of late Bids.

1.13. Modification & Withdrawal of the Bid

- a) The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the Chairman, DPC, prior to the closing time prescribed for Bid Submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:
- b) Bidder's shall provide an original and a duplicate, as specified in the ITB clause 1.7 of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **“BID FOR THE INSURANCE COVERS FOR MOTOR VEHICLE FLEET OF CPC FOR THE YEAR 2024/2025”**. The envelopes shall be sealed in an outer envelope, duly marked **“MODIFICATIONS TO THE BID- Insurance Covers for Motor Vehicle Fleet of CPC or the year 2024/2025”**.
- c) Bidder wishing to withdraw his Bid, shall notify the DPC in writing prior to the deadline prescribed for the submission of the Bid. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand to reach the CPC not later than the deadline for submission of Bid. The notice of withdrawal shall be addressed to the:-

Chairman,
DEPARTMENTAL PROCUREMENT COMMITTEE,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Bid for the Insurance Covers for Motor vehicle fleet of CPC for the year 2024/2025,
Procurement & Stores Function,

01st Floor, No. 609, Dr. Danister De Silva Mawatha
Colombo 09.

Bearing the name of the Bidder and the words “BID WITHDRAWAL NOTICE”. Bid withdrawal notices received after the deadline for submission of Bids will be ignored.

1.14. Closing of Bid

The Bid sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Bid for Insurance Covers of CPC,
Procurement & Stores,
01stFloor, No. 609, Dr. Danister De Silva Mawatha
Colombo 09

not later than 1400 hrs. Sri Lanka local time on 31.07.2024. If the Bidder or their representatives choose not to send their bids under registered Cover, they could deposit such bids in the Tender Box provided for this purpose at the office of the above address.

1.15. Opening of Bids by CPC

- a) The Bids will be opened immediately after the closing date and time fixed for receipt of bids, at the office of above address or such other place as arranged if the office of the Manager (Procurement & Stores) is not available.
- b) The Chairman, DPC or his nominated representative will open the Bid in the presence of the representatives the Bidder, who choose to attend the bid opening at the time, the date and at the opening place specified in the Invitation to Bid. Representatives of Bidders shall sign a register as proof of their attendance.
- c) The Bid prices, discounts, and bidders' names, the presence or absence of the requisite Bid Security, will be announced at the opening. Late bids will not be entertained and will be returned unopened to the bidder.

1.16. Insurance Cover Bid Forms

- a) Bidder is required to duly sign and return the Insurance Cover Bid Forms indicating their bids in detail.

- b) Prices not submitted on the prescribed form and in the manner required are liable for rejection.

1.17. Preliminary Examination of Bids

- a) The DPC will examine the bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the bids are generally in order. The DPC may, at its discretion call clarifications from in writing.
- b) The response shall be in writing and no change in the price or substance of the Bid shall be sought, Bided or permitted.

1.18. Correction of Errors

- a) The Bid determined to be substantially responsive will be checked for any arithmetical error and errors will be corrected in the following manner.
- b) Where the discrepancy is between the amount in figures and the amount in words, the amount in words will prevail.
- c) Where the discrepancy is between unit rate and the line total, resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Chairman, DPC, there is an obvious gross misplacement of the decimal point in the rate in which case the line item total as quoted will govern, and the unit rate will be corrected.
- d) The amount stated in the Form of Bid adjusted in accordance with the above procedure with the concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the correct amount of bid, the bid shall be rejected.

1.19. Evaluation Criteria

The DPC will carry out a detailed evaluation of the bids to determine whether the technical aspects are properly addressed, and the Bids are substantially responsive based on the following.

- a) *Eligibility, Financial position and the technical capability of the insurance provider*
- b) *Lowest acceptable premium quoted within conditions given in the Insurance Cover Bids forms.*

All offers received will be examined to determine the eligibility of bidder's responded and substantial responsiveness of bids received. Only the bids determined to be substantially

responsive will be evaluated and compared. Award will be made to the lowest evaluated substantial responsive bid. Incomplete bids will be rejected.

1.20. Right to accept or reject any or all Bids

The DPC will not be bound to make the award to the bidder submitting the lowest bid. The DPC reserves the right to reject any or all bids, or any part thereof without assessing any reasons.

1.21. Awarding criteria

- a) On a Bid thereof being accepted, CPC will notify such acceptance to the bidder in the form of a letter of award to the address given by him whose bid thereof has been accepted.
- b) Upon such notification the successful bidder shall be deemed to have entered into contract with the CPC in the performance of the services for which his bid was accepted, on the basis of his bid and he shall there upon be deemed to be the contractor for the performance of the intended services.
- c) Contract Agreement - The successful bidder would be called upon to enter into an agreement with CPC after awarding the Tender. The contract agreement shall be signed within seven (07) days from the date of Letter of Acceptance. A specimen of Contract Agreement is attached in Annexure "F". In case, the successful bidder MPC accepts the bid of registered agent/broker as per the evaluation criteria in the ITB 1.19, the contract agreement shall be signed by registered Insurance Company
- d) If the successful contractor fails to enter into a formal contract with CPC within seven (7) days of notice as indicated above, his name will be placed on the list of defaulting contractors and the CPC shall forthwith be entitled in its absolute discretion to make with such other party as it may think fit (whether with another bidder or not) at the risk and expense of the successful bidder, the arrangements required for the execution of the Contract for which the successful bidder's Bid shall have been accepted and shall be further entitled to recover from the successful bidder all losses, costs, damages and expenses which the CPC may sustain in consequence of such failure. The Bidder shall be liable for forfeiture of the Bid Security furnished by him along with the bid at the time of bidding.

1.22. Acceptance of the Bid

- a) Notice of acceptance of the bid will be sent to the successful bidder/bidders by facsimile followed by registered post in the form of a letter of award to the address given by him in the Bid.

- b) If there is a change in the Bidder's address, the bidder shall forthwith notify the Chairman – DPC, Ceylon Petroleum Corporation (CPC), Procurement & Stores Function, 01st Floor, No 609, Dr. Canister De Silva Mw. Colombo 9 of such change.
- c) The DPC reserves the right to split the award among several bidders or to award to one bidder or to reject any or all bids without assigning any reason. In the event the DPC rejects all Bid submitted, the DPC reserves the right to call for fresh Bids.

**Chairman,
Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.**

2. GENERAL TERMS AND CONDITIONS OF THE BID

2.1 Scope of Contract

The scope of insurance to be provided shall include following policies,

1. Motor Comprehensive (Full Insurance) - Private Car Fleet - 42
2. Motor Comprehensive (Full Insurance) - Commercial Lorries & Special Type Vehicles - 39
3. Motor Comprehensive (Full Insurance) - Motor Cycle Fleet - 16
4. Motor Comprehensive (Full Insurance) - Commercial Buses - 05
5. Motor Comprehensive (Full Insurance) - Commercial Dual Purposes Vehicles - 39
6. Motor third Party - Special Type Vehicles - 27

The insurance company shall provide insurance covers for all the policies in full for one-year period.

2.2 Execution of Contract

The finalized insurance policies shall be fully effective once the contract is awarded and signed the agreement. The selected insurance company shall comply the following requirements.

- 1) CPC reserves the right to attend to the accident repairs by CPC owned garage, local agent or any other place as decided by the management.
- 2) The claims lodged shall be honored within the contract period and even after the expiration of contract period.
- 3) CPC reserves the right to recover any losses incurred from the performance security in the event the insurance company defaults in execution of contract.

2.3 Performance Security

The successful bidder is required to provide a performance security to safeguard the CPC against nonperformance of the contract. The successful bidder, on being notified by CPC of the acceptance of his bid, shall furnish at his own expense a performance security, in one of following forms within fourteen (14) days of such notification. Such performance security shall be,

- a) in the form of a bank guarantee issued by a licensed commercial bank operating in Sri Lanka,
or
- b) in the form of a cash deposit to the CPC Cashier for a minimum sum equivalent to 10% of the total Contract value (inclusive of taxes) of the accepted bid in Sri Lankan Rupees (LKR).

The bank in Sri Lanka shall be a valid approved commercial bank with the authority of a license issued by the Monetary Board. (Central Bank of Sri Lanka)

In case of a bank guarantee, it shall be furnished without a substantial departure to the format given in Annexure C

If the successful bidder fails to furnish the performance security as aforesaid, his name shall be placed in the list of defaulting bidders. CPC, shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such bid, at the risk & expense of the successful bidder.

The successful bidder, in the event of his failure to furnish the performance security as required, shall be liable for any losses, costs, expenses & damages, which CPC may sustain in consequence of such failure and the bid security, shall be forfeited.

Official Purchase Order shall be released only after the receipt of the performance security. The performance security shall be in favor of CPC and shall be unconditionally en-cashable on demand by CPC and shall be valid for a period Fourteen (14) months from date of the confirmation of award. In exceptional circumstances, prior to expiry of the period of validity of the performance security, CPC may request to extend the period of validity for a specified additional period, in order to meet the delivery schedule.

2.4 Mode of Payment

Total premium shall be paid in Sri Lankan Rupees within 60 days, and successful activation of insurance policy in line with CPC requirements.

2.5 Defaults by Successful Bidder

If for any reason, in the opinion of CPC, the successful bidder becomes incapable or unable to provide the service offered in his bid, CPC shall have the right to obtain such service from other sources without being liable in any manner whatsoever, to the successful bidder.

If the successful bidder, defaults in the service or otherwise commits a breach of any of the provisions in the contract with CPC, for the service according to the specifications, he shall be liable to pay CPC, all losses, damages and expenses incurred by CPC, in consequence of such default or breach.

The contractor in these circumstances shall also render himself liable to be placed in the list of defaulting bidders and be precluded from having any concern in CPC tenders.

2.6 Disputes

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation,

breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of The Democratic Socialist Republic of Sri Lanka.

2.7 Special Conditions:

- 2.7.1 There are no known or reported losses or incidents likely to result in a claim except what has been already informed to the Insurer.
- 2.7.2 Policy loss limit as indicated in each cover.
- 2.7.3 Business Interruptions and Machinery Breakdown covers are excluded.
- 2.7.4 The Successful Insurer should agree to indemnify the insured any loss included against the risks covered.
- 2.7.5 The Insurance cover to be executed between the CPC and the successful Bidder shall be as per the cover agreed upon by the CPC.
- 2.7.6 CPC reserves the right to terminate the cover with immediate effect. The Insurer may terminate the contract with at least by three month notice. Insurer is entitled to charge only the proportional premium for the number of days it was on cover and CPC shall not be liable for any other expenses, fees or loss of business/profit of the insurer.
- 2.7.7 In the event of an addition to the insured value within the insured period the premium payable for the addition will be on a pro-rata basis, based on original premium quoted and on the same terms and conditions of the Bid.
- 2.7.8 The premium inclusive of taxes of the cover will be paid in full within sixty days from the date of award to the successful Bidder.

2.8 General Conditions:

- 2.8.1 Bidders must acquaint themselves fully with the conditions of the Bid. No plea for lack of information or insufficient information will be entertained at any time after the bid closing.
- 2.8.2 The Bids and any contract resulting there-from shall be governed by and construed according to the laws of Sri Lanka.
- 2.8.3 No Bid shall be considered unless all the conditions laid down in the document have been strictly fulfilled.
- 2.8.4 No interest shall be paid on any Bid Security.
- 2.8.5 Language-The Language to be used is English and correspondence between the insured and the insurer shall be in English.

2.9 Arbitration

All disputes arising out of the Contract Agreement should be dealt in accordance with the provisions of Arbitration Act No. 11 of 1995. The place of Arbitration shall be Colombo, Sri Lanka and the language shall be English.

Chairman,
Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
01st Floor, No 609, Dr. Danister De Silva Mawatha,
Colombo 09.

3. INSURANCE COVERS REQUIRED & BID FORMS

To cover the damage or loss to be incurred with the insured vehicles and or their Accessories and Spare Parts arising out of risks specified under following categories.

SCHEDULE A

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Private Car Policy <ul style="list-style-type: none">▪ Car - 18 Nos▪ Jeep - 05 Nos▪ Three Wheeler - 19 Nos
Type of Cover	-	Motor Comprehensive (Full Insurance) Insurance Cover
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Basic Covers:

- a) Collision, Overturning or any other accidental external means
- b) Fire, Lightning, External explosion, self-ignition
- c) Malicious acts
- d) Burglary, house breaking or theft
- e) Whilst in transit by road, rail, inland waterway, lift or elevator
- f) Third party Death & Bodily injuries (Unlimited)
- g) Third party property Damage (Unlimited but less than Rs.10 Million any one event)

Additional Covers:

- a) Flood, Earthquake, earth slip, landslide, rockslide, , cyclone, tsunami & any other natural Perils
- b) Theft of Parts
- c) Riot & Strike, Civil Commotion
- d) Terrorism Cover
- e) Personal Accident Benefit up to Rs.1,000,000 for driver and all passengers
- f) Medical expenses – limit Rs 5,000 per person per day
- a) Airbag Cover (please refer Note 3)
- g) Special Windscreen Cover
- h) Workmen's compensation for employee driver

Notes:

1. In addition to the above, the bidder must state what is covered under their “Comprehensive” Insurance including inter-alia free covers provided.
2. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess on parts, repair, age of vehicles, etc., such must be clearly mentioned.
3. Vehicles with Airbags are listed in the **Annexure E (brand-new replacements shall be carried out by the authorized agent)**
4. If there is any deviation to the above conditions, such details to be attached along with the bid.

Insurance Cover Bid Form
(Private Car Policy - Comprehensive Insurance Cover)

Annual Premium

Basic Premium :

SRCC :

Terrorism :

Flood & Natural Perils :

Theft of Parts :

Airbag Cover :

Special Windscreen
Cover :

Personal Accident
Benefit :

WCI for employee driver:

Other Charges :

Admin Fee/Cess :

Stamp Duty :

Other Taxes :

Total Annual Premium :

(Without VAT)

VAT :

Total Annual Premium :

(With VAT)

Total Annual Premium In words

.....

.....

VAT Registration No.

.....

SIGNATURE OF BIDDER

Seal & Date

SCHEDULE B

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Commercial Vehicle Policy – (Lorries & special type vehicles) <ul style="list-style-type: none">▪ Motor Lorry - 13 Nos▪ Motor Lorry-Crew Cab - 11 Nos▪ Motor Lorry-Boom Truck - 01 Nos▪ Motor Lorry-Prime mover - 03 Nos▪ Lorry Trailer - 11 Nos
Type of Cover	-	Motor Comprehensive (Full Insurance) Insurance Cover
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Basic Covers:

- a) Collision, Overturning or any other accidental external means
- b) Fire, Lightning, External explosion, self-ignition
- c) Malicious acts
- d) Burglary, house breaking or theft
- e) Whilst in transit by road, rail, inland waterway, lift or elevator
- f) Third party Death & Bodily injuries (Unlimited)

Additional Covers:

- a) Flood, Earthquake, earth slip, landslide, rockslide, , cyclone, tsunami & any other natural Perils
- b) Theft of Parts
- c) Riot & Strike, Civil Commotion
- d) Terrorism Cover
- e) Special Windscreen Cover
- f) Personal Accident Benefit up to Rs.1,000,000 for driver & cleaner
- g) Workmen's compensation for employee driver
- h) Third party property Damage (Rs. 2 Million any one event)

Notes:

1. In addition to the above, the bidder must state what is covered under their “Comprehensive” Insurance including inter-alia free covers provided.
2. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess on parts, repair, age of vehicles, etc., such must be clearly mentioned.
3. If there is any deviation to the above conditions, such details to be attached along with the bid.

**Insurance Cover Bid Form
(Commercial Vehicle Policy – Lorries & special type
Vehicles - Comprehensive Insurance Cover)**

Annual Premium

Basic Premium :

SRCC :

Terrorism :

Flood & Natural Perils :

Special Windscreen
Cover :

Theft of Parts :

Third party property
Damage :

Personal Accident
Benefit :

WCI for employee driver:

Other Charges :

Admin Fee/Cess :

Stamp Duty :

Other Taxes :

Total Annual Premium :

(Without VAT)

VAT :

Total Annual Premium :

(With VAT)

Total Annual Premium In words

.....

.....

VAT Registration No.

.....

SIGNATURE OF BIDDER

Seal & Date

SCHEDULE C

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Commercial Vehicle Policy – (Buses) Private/official Use <ul style="list-style-type: none">▪ Buses – 05 Nos.
Type of Cover	-	Motor Comprehensive (Full Insurance) Insurance Cover
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Basic Covers:

- a) Collision, Overturning or any other accidental external means
- b) Fire, Lightning, External explosion, self-ignition
- c) Malicious acts
- d) Burglary, house breaking or theft
- e) Whilst in transit by road, rail, inland waterway, lift or elevator
- f) Third party Death & Bodily injuries (Unlimited)

Additional Covers:

- a) Flood, Earthquake, earth slip, landslide, rockslide, , cyclone, tsunami & any other natural Perils
- b) Theft of Parts
- c) Riot & Strike, Civil Commotion
- d) Terrorism Cover
- e) Special Windscreen Cover
- f) Personal Accident Benefit up to Rs.1,000,000 for driver, cleaner and all passengers
- g) Workmen's compensation for employee driver
- h) Third party property Damage (Rs. 2 Million any one event)

Notes:

1. In addition to the above, the bidder must state what is covered under their "Comprehensive" Insurance including inter-alia free covers provided.
2. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess on parts, repair, age of vehicles, etc., such must be clearly mentioned.
3. If there is any deviation to the above conditions, such details to be attached along with the bid.

**Insurance Cover Bid Form
(Commercial Vehicle Policy – (Buses) Comprehensive Insurance Cover)**

Annual Premium

Basic Premium :

SRCC :

Terrorism :

Flood & Natural Perils :

Theft of Parts :

Special Windscreen
Cover :

Personal Accident
Benefit :

Third party property
Damage :

WCI for employee driver:

Other Charges :

Admin Fee/Cess :

Stamp Duty :

Other Taxes :

Total Annual Premium :

(Without VAT)

VAT :

Total Annual Premium :

(With VAT)

Total Annual Premium In words

.....

.....

VAT Registration No.

.....

SIGNATURE OF BIDDER**Seal & Date****SCHEDULE D**

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Commercial Vehicle Policy - (Dual Purpose Fleet – Private/official Use) <ul style="list-style-type: none">▪ Crew Cab - 01 Nos▪ Van - 12 Nos▪ Double Cab - 26 Nos
Type of Cover	-	Motor Comprehensive (Full Insurance) Insurance Cover
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Basic Covers:

- a) Collision, Overturning or any other accidental external means
- b) Fire, Lightning, External explosion, self-ignition
- c) Malicious acts
- d) Burglary, house breaking or theft
- e) Whilst in transit by road, rail, inland waterway, lift or elevator
- f) Third party Death & Bodily injuries (Unlimited)

Additional Covers:

- b) Flood, Earthquake, earth slip, landslide, rockslide, , cyclone, tsunami & any other natural Perils
- c) Theft of Parts
- d) Riot & Strike, Civil Commotion
- e) Terrorism Cover
- f) Special Windscreen Cover
- g) Airbag Cover (please refer Note 3)
- h) Personal Accident Benefit up to Rs.1,000,000 for driver, cleaner and all passengers
- i) Workmen's compensation for employee driver
- j) Third party property Damage (Rs. 2 Million any one event)

Notes:

1. In addition to the above, the bidder must state what is covered under their “Comprehensive” Insurance including inter-alia free covers provided.
2. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess on parts, repair, age of vehicles, etc., such must be clearly mentioned.
3. Vehicles with Airbags are listed in the Annexure E (brand-new replacements by the authorized agent).
4. If there is any deviation to the above conditions, such details to be attached along with the bid.

**Insurance Cover Bid Form
 (Commercial Vehicle Policy – (Dual Purpose Fleet –
 Private/official Use) Comprehensive Insurance Cover)**

Annual Premium

Basic Premium	:
SRCC	:
Terrorism	:
Flood & Natural Perils	:
Theft of Parts	:
Special Windscreen		
Cover	:
Third party property		
Damage	:
Personal Accident		
Benefit	:
WCI for employee driver:	
Other Charges	:
Admin Fee/Cess	:
Stamp Duty	:
Other Taxes	:
Total Annual Premium	:
(Without VAT)		
VAT	:
Total Annual Premium In words	
	
	
VAT Registration No.	
	

SIGNATURE OF BIDDER**Seal & Date****SCHEDULE E**

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Commercial Vehicle Policy (Special type of vehicles) <ul style="list-style-type: none">▪ Fork Lift - 07 Nos▪ Hydrant Dispenser – 16 Nos▪ Aircraft Refuller – 03 Nos▪ Pit Cleaner - 01
Type of Cover	-	Motor Third Party – Special type of vehicles
Cover required	-	Third Party Property Damage – Rs 2,000,000
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Notes:

1. Hydrant Dispensers, Aircraft Refillers & Pit Cleaner are used for fuel supply operations at Bandaranaike International Airport (BIA), Mattala Rajapakse International Airport (MRIA), Colombo International Airport at Ratmalana (CIAR), Jaffna International Airport (JIA) & Batticaloa International Airport.
2. In addition to the above, the bidder must state what is covered under their “Third party” Insurance including inter-alia free covers provided.
3. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess must be clearly mentioned.
4. If there is any deviation to the above conditions, such details to be attached along with the bid.

Insurance Cover Bid Form
(Commercial Vehicle Policy – (Special type of vehicles) Motor Third Party
Insurance Cover)

Annual Premium

Basic Premium :

Other Charges :

Admin Fee/Cess :

Stamp Duty :

Other Taxes :

Total Annual Premium :

(Without VAT)

VAT :

Total Annual Premium :

(With VAT)

Total Annual Premium In words

.....

.....

VAT Registration No.

.....

SIGNATURE OF BIDDER

Seal & Date

SCHEDULE F

Insured	-	Ceylon Petroleum Corporation
Period	-	One Year effective from 12.09.2024
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)
Type of Policy	-	Motor Cycles Policy - Private and Official use <ul style="list-style-type: none">▪ Motor cycles - 16 Nos
Type of Cover	-	Motor Comprehensive (Full Insurance) Insurance Cover
Interests/Insured value	-	Please refer the attachment for vehicle details (Annexure E)

Basic Covers:

- a) Collision, Overturning or any other accidental external means
- b) Fire, Lightning, External explosion, self-ignition
- c) Malicious acts
- d) Burglary, house breaking or theft
- e) Whilst in transit by road, rail, inland waterway, lift or elevator
- f) Third party Death & Bodily injuries (Unlimited)

Additional Covers:

- a) Flood, Earthquake, earth slip, landslide, rockslide, , cyclone, tsunami & any other natural Perils
- b) Theft of Parts
- c) Riot & Strike, Civil Commotion
- d) Terrorism Cover
- e) Personal Accident Benefit up to Rs.1,000,000 for rider and pillion rider
- f) Workmen's compensation for rider and pillion rider
- g) Third party property Damage (Rs. 1 Million any one event)

Notes:

1. In addition to the above, the bidder must state what is covered under their “Comprehensive” Insurance including inter-alia free covers provided.
2. There should not be any excess/deductibles or owners account contribution on claim. If an insurer wishes to impose a compulsory excess on parts, repair, age of vehicles, etc., such must be clearly mentioned.
3. If there is any deviation to the above conditions, such details to be attached along with the bid.

Insurance Cover Bid Form
(Motor Cycles Fleet – (Private/official Use) Comprehensive Insurance Cover)

Annual Premium

Basic Premium :

SRCC :

Terrorism :

Flood & Natural Perils :

Theft of Parts :

Personal Accident Benefit :

Third party property Damage :

WCI for employee driver:

Other Charges :

Admin Fee/Cess :

Stamp Duty :

Other Taxes :

Total Annual Premium :

(Without VAT)

VAT :

Total Annual Premium In words

.....

.....

VAT Registration No.

.....
SIGNATURE OF BIDDER

Seal & Date

SUMMARY OF INSURANCE COVER BID FORMS

	Insurance Cover	Annual Premium in LKR (without VAT)
1	Motor Comprehensive (Full Insurance) Private Car Fleet as per the Schedule A	
2	Motor Comprehensive (Full Insurance) Commercial Vehicle Policy – (Lorries & special type vehicles) as per the Schedule B	
3	Motor Comprehensive (Full Insurance) Commercial Vehicle Policy – (Buses) as per the Schedule C	
4	Motor Comprehensive (Full Insurance) – (Dual Purpose Fleet – Private/official Use) Comprehensive Insurance Cover as per the Schedule D	
5	Motor Third Party – Special type of vehicles as per the Schedule E	
6	Motor Comprehensive (Full Insurance – (Motor Cycle Feet) as per the Schedule F	
7	Total Premium excluding VAT	
8	VAT	
9	Total Premium including VAT	

Total premium
(In words) (Without VAT)

Total premium
(In words) (With VAT)

Details of the Bidder

Name of the Bidder :

Address
:
.....

Telephone :

Facsimile :

E-mail :

Signature of the Bidder:Date:..... (Company Seal)

ANNEXURE “A” - FORM OF THE BID

*The Chairman,
Procurement Committee,*

.....
.....

Bid for all Insurance Covers for Motor Vehicles of CPC Vehicle Fleet for the year 2024/2025

1. I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the Instructions to Bidders and General Terms and Conditions of Bid pertaining to the above Bid, along with Insurance Cover Bid Forms thereto, do hereby undertake to provide the policies referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid price of (in figures) (in words)

*.....
The makeup of the aforesaid total Bid Price is given in the accompanying insurance Cover Bid Forms.*

2. I/We confirm that this Bid shall be open for acceptance until..... and that it will not be withdrawn or revoked prior to that date.

3.I/We attach hereto the following documents as part of my/our Bid :

- a) Original of the General Terms and Conditions of the Bid. Each page duly signed and dated
- b) Original of the form of bid, duly completed, signed, dated and sealed
- c) The Insurance Cover Bid Forms to be completed, signed, stamped and dated.
- d) The draft Insurance policy.
- e) Certified copy of Memorandum and Articles of Association of the Insurer.
- f) Certificate of Incorporation or Business Registration
- g) Full set of Audited Financial Statements for last 03 years (2021,2022 &2023)
- h) Certified copy of the Certification of valid Registration under the IRCSL of Sri Lanka
- i) Documents requested in General Terms & Conditions.
- j) Bid Security Guarantee issued by Licensed commercial bank operating in Sri Lanka.
- k) Detailed profile of the Insurance company and/or Registered Agent /Broker
- l) Details and documentary proof for minimum of 05 years Previous experience in the provision of similar policies and giving the names of institutions and the nature of covers .
- m) Details of Major accident completion Lead time.
- n) Annexure G - If agent/broker is the bidder
- o) A copy of the payment receipt of non-refundable fee.

Signature of Bidder :

Name of Bidder :

Address :

Cable :

Telex :

Fax :

Date :

ANNEXURE “B” - FORMAT FOR BID SECURITY GUARANTEE

[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 Employer/ 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 Bidder; if a joint venture, list complete legal names of partners] (hereinafter called “ the Bidder”) 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 Bidder, 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 Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or*
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or*
- (c) having been notified of the acceptance of its Bid by the Employer/ 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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to[insert date]

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)]

ANNEXURE “C” 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] datedwith 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, 2024 [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)]

ANNEXURE “ D ” COMPANY PROFILE

BIDS FOR THE INSURANCE COVERS FOR VEHICLE FLEET OF CPC FOR THE YEAR 2024/2025

- 1. Name of Insurer :

- 2. Address :

- 3. Telephone No(s) :

- 4. Date of Registration of the Company :

- 5. Year of Commencement of Business :

- 6. IRCSL Registration Year and Reference:

- 7. Name Designation and Contact Details of Authorized person/Contact Person:
 - a).....
 - b).....
 - c).....

- 8. Financial Status of the Company (Not Group of Companies) (sub-clause 1.2.4 of ITB)

Period	Gross written premium on insurance income	Profit After Tax	Attached Audited Financial Statements (Yes /No)
2021			
2022			
2023			

- 9. VAT Registration No:

10. Brief description of main business activities:

11. Details of Insurance Service Provided to other Clients for similar covers (sub-clause 1.2.3 of ITB)

CUSTOMER NAME	YEAR AND VALUE OF POLICY	POLICY DESCRIPTION	CONTACT DETAILS OF CLIENT

Authorized Signature of Insurer:

Date:

Name:

Company Seal:

ANNEXURE “ E ” VEHICLE LIST - 2024

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
A - Motor Comprehensive (Full insurance) – Private Car Fleet									
1	62-3048	Land Rover	Jeep	10	06.07.1995	Running condition	1995	4,300,000.00	
2	32-2824	Mitsubishi	Jeep	(Ex Driver) 08	12.05.1986	Running condition	1986	3,600,000.00	
3	GG-9351	Land Rover	Jeep	(Ex Driver) 04	28.05.2001	Running condition	2001	5,000,000.00	
4	31-6005	Mitsubishi	Jeep	(Ex Driver) 07	10.03.1981	Running condition	1981	1,800,000.00	
5	64-3187	Mitsubishi	Jeep	09	11.11.1992	Running condition	1992	5,300,000.00	
								20,000,000.00	
6	65-3667	Land Rover	Car	(Ex Driver) 04	15.03.1999	Running condition	1999	4,500,000.00	
7	19 - 7305	Honda	Car	(Ex Driver) 04	13.03.1996	Running condition	1996	2,000,000.00	
8	KB-5789	Peugeot	Car	(Ex Driver) 04	06.04.2006	Running condition	2006	2,700,000.00	✓
9	KV-1043	Hyundai	Car	(Ex Driver) 04	10.01.2013	Running condition	2013	5,600,000.00	✓
10	KV-2243	Hyundai	Car	(Ex Driver) 04	31.01.2013	Running condition	2013	6,200,000.00	✓
11	CAB-2355	Mercedes Benz	Car	(Ex Driver) 04	23.10.2014	Running condition	2014	21,000,000.00	✓
12	CAD-5817	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓

13	CAD-5822	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓
14	CAD-5833	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓
15	CAD-5834	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓
16	CAD-5837	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓
17	CAD-5840	Toyota - Prius C	Car	(Ex Driver) 04	23.01.2015	Running condition	2015	6,100,000.00	✓
18	CAJ-0331	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	19.08.2015	Running condition	2015	13,500,000.00	✓
19	CAJ-0323	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	19.08.2015	Running condition	2015	13,500,000.00	✓
20	CAJ-6408	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	03.09.2015	Running condition	2015	13,500,000.00	✓
21	CAJ-6411	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	03.09.2015	Running condition	2015	13,500,000.00	✓
22	CAL-3578	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	07.10.2015	Running condition	2015	13,500,000.00	✓
23	CAL-3580	Toyota - Camry Hybrid	Motor Car	(Ex Driver) 04	07.10.2015	Running condition	2015	13,500,000.00	✓
								159,600,000.00	
24	GI -6650	Bajaj	Three Wheeler	(Ex Driver) 03	15.08.2001	Running condition	2001	450,000.00	
25	QL-9329	Bajaj	Three Wheeler	(Ex Driver) 03	16.10.2007	Running condition	2007	610,000.00	
26	QR-0143	Bajaj	Three Wheeler	(Ex Driver) 03	28.11.2008	Running condition	2008	635,000.00	
27	QV-2297	Bajaj	Three Wheeler	(Ex Driver) 03	28.12.2009	Running condition	2009	610,000.00	

28	AAI-1262	Bajaj	Three Wheeler	(Ex Driver) 03	06.06.2013	Running condition	2013	830,000.00	
29	AAI-1252	Bajaj	Three Wheeler	(Ex Driver) 03	06.06.2013	Running condition	2013	850,000.00	
30	AAI-1254	Bajaj	Three Wheeler	(Ex Driver) 03	06.06.2013	Running condition	2013	850,000.00	
31	AAI-1256	Bajaj	Three Wheeler	(Ex Driver) 03	06.06.2013	Running condition	2013	850,000.00	
32	AAI-1253	Bajaj	Three Wheeler	(Ex Driver) 03	06.06.2013	Running condition	2013	850,000.00	
33	AAW- 4134	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
34	AAW- 4139	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
35	AAW- 4149	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
36	AAW- 4158	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
37	AAW- 4166	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
38	AAW- 4175	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
39	AAW- 4179	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
40	AAW- 4185	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
41	AAW- 4194	Bajaj	Three Wheeler	(Ex Driver) 03	19.02.2015	Running condition	2015	900,000.00	
42	ABR- 7167	Bajaj	Three Wheeler	(Ex Driver) 03	04.06.2018	Running condition	2018	1,180,000.00	
								15,815,000.00	

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
B - Motor Comprehensive – Motorcycles Fleet (Full insurance) – Private and Official use									
43	UO-3282	Daido	Motor Bicycle	(Ex Driver) 01	29.09.2008	Running condition	2008	55,000.00	
44	US-8884	Yamaha	Motor Bicycle	(Ex Driver) 01	15.01.2009	Running condition	2009	280,000.00	
45	US-8885	Yamaha	Motor Bicycle	(Ex Driver) 01	15.01.2009	Running condition	2009	280,000.00	
46	VI-3865	TVS	Motor Bicycle	(Ex Driver) 01	22.01.2010	Running condition	2010	80,000.00	
47	VI-3866	TVS	Motor Bicycle	(Ex Driver) 01	22.01.2010	Running condition	2010	80,000.00	
48	VI-1748	TVS	Motor Bicycle	(Ex Driver) 01	20.01.2010	Running condition	2010	80,000.00	
49	VO-4481	TVS	Motor Bicycle	(Ex Driver) 01	11.05.2010	Running condition	2010	70,000.00	
50	VO-4485	TVS	Motor Bicycle	(Ex Driver) 01	11.05.2010	Running condition	2010	65,000.00	
51	VO-4487	TVS	Motor Bicycle	(Ex Driver) 01	11.05.2010	Running condition	2010	95,000.00	
52	XC-4934	Bajaj	Motor Bicycle	(Ex Driver) 01	02.12.2011	Running condition	2011	125,000.00	
53	XV-2084	Bajaj	Motor Bicycle	(Ex Driver) 01	12.10.2012	Running condition	2012	125,000.00	
54	XY-3095	TVS	Motor Bicycle	(Ex Driver) 01	24.12.2012	Running condition	2012	110,000.00	
55	XY-3098	TVS	Motor Bicycle	(Ex Driver) 01	24.12.2012	Running condition	2012	110,000.00	
56	XY-3111	TVS	Motor Bicycle	(Ex Driver) 01	24.12.2012	Running condition	2012	110,000.00	
57	BCU-1909	Bajaj - Discover	Motor Cycle	(Ex Driver) 01	25.09.2015	Running condition	2015	220,000.00	

58	BBV-5397	Bajaj	Motor Cycle	(Ex Driver) 01	30.01.2015	Running condition	2015	180,000.00	
								2,065,000.00	

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
C- Motor Comprehensive Commercial (Full insurance) – Buses– Private/official Use									
59	GH-4465	Tata	Bus	(Ex Driver) 30	19.06.2001	Running condition	2001	1,250,000.00	
60	NA-6695	Mitsubishi	Bus	(Ex Driver) 29	14.08.2008	Running condition	2008	6,000,000.00	
61	NA-7342	Tata	Bus	(Ex Driver) 30	29.05.2009	Running condition	2009	1,900,000.00	
62	NB-7685	Toyota	Motor Coach	(Ex Driver) 29	06.05.2014	Running condition	2014	6,000,000.00	
63	NC-5379	Toyota	Motor Coach - Bus	(Ex Driver) 29	05.01.2016	Running condition	2016	6,200,000.00	
								21,350,000.00	

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
D - Motor Comprehensive Commercial (Full insurance) –Dual Purpose Fleet – Private/Official Use									
64	59-1083	Mitsubishi	Van	06	21.01.1997	Running condition	1997	1,500,000.00	
65	59-1085	Mitsubishi	Van	06	21.01.1997	Running condition	1997	2,350,000.00	
66	59-1086	Mitsubishi	Van	06	21.01.1997	Running condition	1997	2,350,000.00	

67	59-1088	Mitsubishi	Van	06	21.01.1997	Running condition	1997	2,350,000.00	
68	GF -9963	Mitsubishi	Van	(Ex Driver) 05	05.04.2001	Running condition	2001	2,100,000.00	
69	GF-9933	Mitsubishi	Van	(Ex Driver) 05	05.04.2001	Running condition	2001	2,100,000.00	
70	GF-9969	Mitsubishi	Van	(Ex Driver) 05	05.04.2001	Running condition	2001	2,100,000.00	
71	48-8471	Tata	Van	(Ex Driver) 01	05.06.1997	Running condition	1997	2,100,000.00	
72	HB-4106	Mitsubishi	Van	(Ex Driver) 11	07.03.2003	Running condition	2003	2,400,000.00	
73	NB-6613	Toyota	Van	(Ex Driver) 14	29.10.2013	Running condition	2013	6,800,000.00	
74	NC-6639	Toyota-Hiace	Motor Coach	(Ex Driver) 14	15.06.2016	Running condition	2016	9,500,000.00	
75	NB-7874	Toyota	Motor Coach	(Ex Driver) 14	11.06.2014	Running condition	2014	6,600,000.00	
								42,250,000.00	
76	51-1507	Mitsubishi	Double Cab	(Ex Driver) 01	02.01.1990	Running condition	1990	3,100,000.00	
77	51-7126	Nissan	Double Cab	(Ex Driver) 04	27.02.1991	Running condition	1991	2,700,000.00	
78	52-9591	Isuzu	Double Cab	(Ex Driver) 04	29.06.1992	Running condition	1992	2,150,000.00	
79	54-5934	Isuzu	Double Cab	(Ex Driver) 01	17.03.1994	Running condition	1994	2,300,000.00	
80	58-0379	Mitsubishi	Double Cab	(Ex Driver) 05	16.05.1996	Running condition	1996	3,100,000.00	
81	58-0381	Mitsubishi	Double Cab	(Ex Driver) 05	16.05.1996	Running condition	1996	3,100,000.00	
82	58-0529	Mitsubishi	Double Cab	(Ex Driver) 05	20.05.1996	Running condition	1996	3,100,000.00	

83	58-0380	Mitsubishi	Double Cab	(Ex Driver) 05	16.05.1996	Running condition	1996	3,200,000.00	
84	59-1494	Isuzu	Double Cab	(Ex Driver) 03	28.01.1997	Running condition	1997	2,550,000.00	
85	59-0828	Mitsubishi	Double Cab	(Ex Driver) 05	13.01.1997	Running condition	1997	3,200,000.00	
86	59-0831	Mitsubishi	Double Cab	(Ex Driver) 05	13.01.1997	Running condition	1997	3,200,000.00	
87	59-1493	Isuzu	Double Cab	(Ex Driver) 03	28.01.1997	Running condition	1997	2,550,000.00	
88	GA-2459	Mitsubishi	Double Cab	(Ex Driver) 04	29.03.2000	Running condition	2000	3,800,000.00	
89	PE-6673	Nissan - Navara	Double Cab	(Ex Driver) 04	17.12.2012	Running condition	2012	6,000,000.00	
90	PE-6672	Nissan - Navara	Double Cab	(Ex Driver) 04	17.12.2012	Running condition	2012	6,000,000.00	
91	PE-6671	Nissan - Navara	Double Cab	(Ex Driver) 04	17.12.2012	Running condition	2012	6,000,000.00	
92	PF-0470	Nissan	Double Cab	(Ex Driver) 04	24.04.2013	Running condition	2013	6,300,000.00	
93	PG-0209	Toyota	Double Cab	(Ex Driver) 04	10.03.2015	Running condition	2015	12,800,000.00	✓
94	PG-0210	Toyota	Double Cab	(Ex Driver) 04	10.03.2015	Running condition	2015	12,800,000.00	✓
95	PH-2840	Nissan - Navara	Double Cab	(Ex Driver) 04	12.05.2016	Running condition	2016	12,000,000.00	✓
96	PH-2841	Nissan - Navara	Double Cab	(Ex Driver) 04	12.05.2016	Running condition	2016	12,000,000.00	✓
97	PE - 7096	Toyota	Double Cab	(Ex Driver) 04		Running condition	2013	12,500,000.00	
98	GF-9794	Mitsubishi	Double Cab	(Ex Driver) 05	05.04.2001	Running condition	2001	2,100,000.00	
99	GF-9791	Mitsubishi	Double Cab	(Ex Driver) 05	05.04.2001	Running condition	2001	2,100,000.00	

100	PJ - 3543	Toyota	Double Cab	(Ex Driver) 04	25.01.2019	Running condition	2018	21,000,000.00	✓
101	PJ - 3549	Toyota	Double Cab	(Ex Driver) 04	25.01.2019	Running condition	2018	21,000,000.00	✓
102	GJ-9101	Mitsubishi	Canter-Crew Cab	05	11.10.2001	Running Repair	2001	4,200,000.00	
								174,850,000.00	

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
E - Motor Comprehensive Commercial (Full insurance) – Lorries & Special Type Vehicle									
103	290-0741	Nissan	Lorry Trailer	-	03.05.2000	Running condition	2000	5,300,000.00	
104	290-0743	Nissan	Lorry Trailer	-	03.05.2000	Running condition	2000	5,300,000.00	
105	40-2183	Scarnia	Lorry Trailer		30.05.1983	Serviceable	1983	3,200,000.00	
106	45-9832	Scarnia	Lorry Trailer		30.05.1983	Serviceable	1983	1,200,000.00	
107	45-9833	Scarnia	Lorry Trailer	-	30.05.1983	Running condition	1983	1,200,000.00	
108	LX-2408	Titan	Lorry Trailer	-	30.04.2015	Running condition	2015	22,000,000.00	
109	LX-2409	Titan	Lorry Trailer	-	30.04.2015	Running condition	2015	22,000,000.00	
110	LX-2410	Titan	Lorry Trailer	-	30.04.2015	Running condition	2015	22,000,000.00	
111	067-3598	Rohr	Lorry Trailer	-	19.05.2000	Running condition	2000	7,200,000.00	
112	067-3599	Rohr	Lorry Trailer	-	19.05.2000	Running condition	2000	7,200,000.00	
113	40-2182	Scarnia	Lorry Trailer	-	30.05.1983	Running condition	1983	3,500,000.00	
								100,100,000.00	

114	41 - 7704	Isuzu	Motor Lorry	(Ex Driver) 1	23.10.1987	Running condition	1987	2,400,000.00	
115	GD-2811	Renault	Motor Lorry	(Ex Driver) 1	18.10.2000	Running condition	2000	2,300,000.00	
116	GG - 0887	Mitsubishi	Motor Lorry	(Ex Driver) 0	10.04.2001	Running condition	2001	3,200,000.00	
117	GG-0889	Mitsubishi	Motor Lorry	(Ex Driver) 0	10.04.2001	Running condition	2001	3,200,000.00	
118	GG-0885	Mitsubishi	Motor lorry	(Ex Driver) 0	10.04.2001	Running condition	2001	3,200,000.00	
119	LB-2651	Isuzu	Motor Lorry	(Ex Driver) 02	22.03.2006	Running condition	2006	4,000,000.00	
120	LG-5982	Tata	Motor Lorry	01	24.09.2009	Running condition	2009	1,150,000.00	
121	LM-0187	Mercedes Benz	Motor Lorry	(Ex Driver) 0	11.11.2015	Running condition	2015	67,000,000.00	
122	LM-0188	Mercedes Benz	Motor Lorry	(Ex Driver) 0	11.11.2015	Running condition	2015	67,000,000.00	
123	LL-1259	Isuzu	Motor Lorry	(Ex Driver) 0	07.01.2014	Running condition	2014	8,200,000.00	
124	LO - 3734	Isuzu	Motor Lorry	(Ex Driver) 0	11.03.2019	Running condition	2018	12,500,000.00	
125	40-0489	Scarnia	Motor Lorry	-	30.05.1983	Running condition	1983	2,000,000.00	
126	40-0490	Scarnia	Motor Lorry	-	30.05.1983	Running condition	1983	2,000,000.00	
127	LL-6816	Mitsubishi	Motor Lorry-Boom Truck	(Ex Driver) 0	10.04.2015	Running condition	2015	7,400,000.00	
128	LL-6253	Isuzu	Motor Lorry - Crew Cab	(Ex Driver) 0	09.03.2015	Running condition	2015	6,200,000.00	
129	LL-9651	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	06.10.2015	Running condition	2015	6,500,000.00	
130	LL-9654	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	06.10.2015	Running condition	2015	6,500,000.00	

131	LL-9672	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
132	LL-9673	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
133	LL-9671	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
134	LL-9678	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
135	LL-9675	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
136	LL-9674	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
137	LL-9676	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
138	LL-9677	Isuzu	Motor Lorry-Crew Cab	(Ex Driver) 04	07.10.2015	Running condition	2015	6,500,000.00	
139	LY-2359	Mercedes Benz	Motor Lorry-Prime mover	(Ex Driver) 01	30.04.2015	Running condition	2015	17,000,000.00	
140	LY-2360	Mercedes Benz	Motor Lorry-Prime mover	(Ex Driver) 01	30.04.2015	Running condition	2015	17,000,000.00	
141	LY-2361	Mercedes Benz	Motor Lorry-Prime mover	(Ex Driver) 01	30.04.2015	Running condition	2015	16,000,000.00	
								306,750,000.00	

	Vehicle No	Make	Vehicle Class	Seating Capacity	Year of Purchase	Present Condition	Year of Manufacture	Present Value (Rs;)	Air bag
F- Motor Third Party – Special type of vehicles									
142	48-9650	Komatsu	Fork Lift		21.08.1997	Running condition	1997	2,750,000.00	
143	LV-0249	Hangcha	Fork Lift		10.07.2008	Running condition	2008	220,000.00	

144	ZA-0591	Nissan	Fork Lift		04.04.2011	Running condition	2011	1,900,000.00	
145	ZA-3301	Hyundai	Fork Lift		06.06.2013	Running condition	2013	2,400,000.00	
146	ZA-3302	Hyundai	Fork Lift		06.06.2013	Running condition	2013	2,400,000.00	
147	ZA-5978	Unicarrirs	Fork Lift		08.02.2016	Running condition	2016	2,200,000.00	
148	ZA-5979	Unicarrirs	Fork Lift		08.02.2016	Running condition	2016	2,500,000.00	
								14,370,000.00	
149	HD-0001	Unregistered Vehicle	Hydrent Dispenser		1993	Serviceable	1993	6,000,000.00	
150	HD-0002	Unregistered Vehicle	Hydrent Dispenser		1993	Serviceable	1993	6,000,000.00	
151	HD-0003	Unregistered Vehicle	Hydrent Dispenser		2001	Serviceable	2001	5,000,000.00	
152	HD-0004	Unregistered Vehicle	Hydrent Dispenser		2001	Serviceable	2001	6,000,000.00	
153	HD-0005	Unregistered Vehicle	Hydrent Dispenser		1996	Serviceable	1996	18,000,000.00	
154	HD-0006	Unregistered Vehicle	Hydrent Dispenser		1996	Serviceable	1996	18,000,000.00	
155	HD-0007	Unregistered Vehicle	Hydrent Dispenser		1996	Serviceable	1996	18,000,000.00	
156	HD-0008	Unregistered Vehicle	Hydrent Dispenser		1996	Serviceable	1996	18,000,000.00	
157	HD-0009	Unregistered Vehicle	Hydrent Dispenser		2013	Serviceable	2013	29,000,000.00	
158	HD-0010	Unregistered Vehicle	Hydrent Dispenser		2013	Serviceable	2013	29,000,000.00	
159	HD-0011	Unregistered Vehicle	Hydrent Dispenser		2013	Serviceable	2013	29,000,000.00	

160	HD-0012	Unregistered Vehicle	Hydrent Dispenser		2013	Serviceable	2013	29,000,000.00	
161	HD-0013	Unregistered Vehicle	Hydrent Dispenser		2016	Serviceable	2016	20,000,000.00	
162	HD-0014	Unregistered Vehicle	Hydrent Dispenser		2016	Serviceable	2016	20,000,000.00	
163	HD-0015	Unregistered Vehicle	Hydrent Dispenser		2016	Serviceable	2016	20,000,000.00	
164	HD-0016	Unregistered Vehicle	Hydrent Dispenser		2016	Serviceable	2016	20,000,000.00	
165	RF-0017	Unregistered Vehicle	Aircraft Refuller		2012	Serviceable	2012	5,200,000.00	
166	RF-0018	Unregistered Vehicle	Aircraft Refuller		2012	Serviceable	2012	5,200,000.00	
167	RF-0011	Unregistered Vehicle	Aircraft Refuller		2013	Serviceable	2013	66,000,000.00	
168	HPC - 16	Unregistered Vehicle	Pit Cleaner		2007	Serviceable	2007	1,800,000.00	
								369,200,000.00	
Grand value of the vehicle								1,226,350,000.00	

ANNEXURE “F” FORMAT OF CONTRACT AGREEMENT

CONTRACT AGREEMENT BETWEEN CEYLON PETROLEUM CORPORATION AND
M/s.-----FOR THE INSURANCE COVERS FOR VEHICLE FLEET OF
CEYLON PETROLEUM CORPORATION. - Tender Ref No:

This contract agreement is made and entered into this between the Ceylon Petroleum Corporation, set up as a state enterprise by Act No.28 of 1961 in parliament, having its registered office at Ceylon Petroleum Corporation Head Office , Colombo 09, 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 said Ceylon Petroleum Corporation & its successors & assigns) as one part and M/s -----(hereinafter called the “Service Provider” which terms of expression as herein used shall where this context so requires and admits mean & include the said M/s -----& its successors & assigns) as the other part.

WHEREAS CPC invited BIDS FOR INSURANCE COVERS FOR VEHICLE FLEET OF CEYLON PETROLEUM CORPORATION under the **Tender Ref No: B/ /2024** (hereinafter called and referred to as “the Contract”) and has accepted a bid in full/group/s by the Service Provider for the Contract in the total sum of **Rs.....+ VAT (Rs.....)** (hereinafter called and referred to as “the Total Premium”), and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the CPC and the Service Provider and each shall be read and construed as an integral part of the Contract:
 - This Contract agreement
 - Instruction to bidders
 - Duly filled Insurance Cover Bid forms submitted by the bidder
 - General Terms and Conditions of the Bidding document
 - Duly filled Form of bid
 - Insurance Covers Required (including Schedule of Requirements and Insurance Coverage)
 - The CPC Notification of Award
 - Clarification and responses on bid
 - Negotiation memo (if any)
 - Letter of Acceptance by bidder
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the CPC to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the CPC to provide

the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The CPC hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Total Premium as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. In case of failure to complete the tender process in order to select the new service provider before expiry of the existing contract, existing service provider shall extend the existing contract by two months period and the premium for the additional period would be calculated at pro rata basis on original premium.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above

For and on behalf of the Service Provider

For and on behalf of CPC

.....
Authorized Signature of the Service Provider
(COMMON SEAL)

.....
Authorized Signature of CPC
(COMMON SEAL)

In the presences of witness:

1. Name & NIC No:
Signature:
Address:

2. Name & NIC No:
Signature:
Address:

ANNEXURE “G” FORMAT OF LETTER OF AUTHORIZATION

[The Bidder shall require the Registered Insurance Company to fill in this Form in accordance with the instructions indicated. This letter of authorization shall be on the letterhead of the registered insurance company and shall be signed by a person with the proper authority to sign documents that are binding on the Insurer.]

Date: [insert date]

Name of Tender: **BIDS FOR INSURANCE COVERS FOR MOTOR VEHICLE FLEET
OF CEYLON PETROLEUM CORPORATION**

Tender Ref : B/ /2024

To: The Chairman
Departmental procurement committee
C/o Manager Procurement & Stores Function
Ceylon Petroleum Corporation
01st Floor, - Colombo 09
Sri Lanka.

WHEREAS

We [insert complete name of Registered Insurance Company], having registered office at.....[insert full address of Insurance company], do hereby authorize [insert complete name of authorized agent/broker] to submit a bid for the purpose of BIDS FOR INSURANCE COVERS FOR VEHICLE FLEET OF CEYLON PETROLEUM CORPORATION, and to subsequently negotiate.

We hereby confirm the service offered as per the General Terms and Conditions and conforming to service contract required in Section 03 of this bidding document.

Name [insert name of authorized agent/ Broker]
.....

Signature [insert signature of authorized agent/ Broker]
.....

Duly authorized to sign this Authorization on behalf of
..... [insert complete name of Insurer]

Authorization Officer of the Insurer (Name)
.....

Capacity (Chairman / Managing Director / CEO / Proprietor)
.....

Address [insert the address of the Insurer]:
.....
.....

Company Seal (Rubber Stamp)

Date: