

**MINISTRY OF ENERGY**



**CEYLON PETROLEUM CORPORATION**

**SUPPLY AND INSTALLATION OF CANVAS COVERS FOR CRUDE SPBM**

**B/31/2025**

**BIDDING DOCUMENT**

**2025**

**INVITATION FOR BIDS**  
**MINISTRY OF ENERGY**  
**CEYLON PETROLEUM CORPORATION**  
**SUPPLY AND INSTALLATION OF CANVAS COVERS FOR CRUDE SPBM**  
**B/31/2025**

The Chairman, Departmental Procurement Committee, Ceylon Petroleum Corporation will receive sealed Bids from reputed Suppliers for “**Supply and Installation of Canvas Covers for Crude SPBM**”

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

Bidding Documents can be obtained on working days between **0900 hrs. to 1500 hrs. up to 02.09.2025** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01<sup>st</sup> 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. 25,000.00.

The Bid will be **closed at 1400 hrs. on 03.09.2025** 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.

Note : The bidder should attend for site visit scheduled to be held at **10.00 hrs. on 27.08.2025**. For more details, contact our Engineer, Mr. Aravinthan over the telephone No. 011 7296282.

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

## Table of Contents

<b>1. INSTRUCTIONS TO BIDDERS (ITB)</b>	<b>4</b>
1.1. Scope of Bid:	4
1.2. Documents to accompany the Bid:	4
1.3. Period of Validity of Bids:	4
1.4. Bid Security	4
1.5. Preparation and submission of Bids	4
1.6. Closing & Opening of Bids	4
<b>2. CONDITIONS OF CONTRACT</b>	<b>5</b>
2.1. Performance Security	5
2.2. Mode of Payment	5
2.3. Contract Period	5
2.4. Defaults by Successful Bidder	5
2.5. Liquidated Damages	5
2.6. Force Majeure	5
2.7. Termination	5
<b>3. SCOPE OF WORK</b>	<b>6</b>
3.1. Objective	6
3.2. Scope of Work	6
3.2.1 Site Visit and Measurement	6
3.2.2 Design and Fabrication	6
3.2.3 Installation	6
3.2.4 Safety and Compliance	6
3.2.5 Transportation and Logistics	6
3.3. Disclaimers & Contractor Responsibilities	7
<b>4. TECHNICAL SPECIFICATION</b>	<b>8</b>
1. Dimensions:	8
2. Material Composition:	8
3. Strength and Durability:	8
4. Weather and Environmental Resistance:	8
5. Fire Resistance (Optional but Recommended):	8
6. Temperature Resistance:	8
7. Colors & Aesthetic Considerations:	8
8. Other Conditions:	8
<b>5. SCHEDULE OF PRICES</b>	<b>9</b>
Annex -A Form of Bid	10
Annex B – Format for Bid Security	12
Annex - C Form of Agreement	13
Annex – D Format for Performance Security	15

## **1. INSTRUCTIONS TO BIDDERS (ITB)**

- 1.1. Scope of Bid:** A requirement is Supply and Installation of Canvas Covers for the Crude SPBM anti-fouling structure roofs, toolbox, battery box, and the winch.
- 1.2. Documents to accompany the Bid:** The Bid shall contain adequate particulars in respect of this procurement and all bidders are requested to furnish the following documents along with their bids before the closing time & date of the Bids.
- Instructions to Bidders (ITB)
  - Conditions of Contract (COC)
  - Schedule of Prices
  - Form of Bid
  - Format of Bid Security Guarantee
  - Form of Agreement
  - Format of Performance Guarantee
- 1.3. Period of Validity of Bids**
- The bid shall valid for a minimum period of Forty Nine (49) days (i.e. up to 21.10.2025) from the closing date of the Bid.
  - Bidders should, however clearly indicate the maximum period that their offer would be valid.
- 1.4. Bid Security** Bid shall include a Bid Security:
- for an amount Rs. 25,000.00 issued by a Licensed Commercial Bank, Sri Lanka acceptable to Employer using the form for bid security (unconditional guarantee).
  - Remain valid till 77 days (i.e. up to 18.11.2025) from the date of closing the tender.
- 1.5. 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 03.09.2025**.
- 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.
- 1.6. Closing & Opening of Bids** The Bid will be closed at **1400 hrs. on 03.09.2025** and opened immediately after the closing of the Bid

## **2. CONDITIONS OF CONTRACT**

- 2.1. Performance Security**
- 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. Mode of Payment**
- Payment shall be made within 30 days
- 2.3. Contract Period**
- The Contract period shall be One months from the date of releasing the Purchase Order.
- 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. Liquidated Damages**
- Liquidated Damages amounts to Rs. 1/2000 of the Initial Contract Price will be levied per each day delayed beyond the Contract Period specified in the contract up to the maximum value of 10% of the Initial Contract Price
- 2.6. 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.
- 2.7. Termination**
- CPC may at any time terminate the contract by giving 01 month written notice to the Contractor, if the Contractor breach of any of the provisions in the Contract with CPC for the Supply and Installation of Canvas Covers for the Crude SPBM anti-fouling structure roofs, toolbox, battery box, and the winch or becomes bankrupt or otherwise insolvent. In this event, termination will be done without compensation to the Service provider, provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the service provider

### **3. SCOPE OF WORK**

#### **3.1. Objective**

To supply and install custom-fabricated canvas covers/roof structures on offshore buoy (SPBM) to provide durable weather protection against the harsh marine environment.

#### **3.2. Scope of Work**

The selected contractor shall be responsible for the following:

##### **3.2.1 Site Visit and Measurement**

- Mobilization of personnel and necessary equipment to the offshore location (approx. 9.2 km from Colombo Port).
- Conduct accurate site measurements of the SPBM structures to determine the dimensions and fitting requirements for the canvas covers/roof.
- Assess structural attachment points and anchoring requirements, considering existing buoy configurations.

##### **3.2.2 Design and Fabrication**

- Design the canvas covers/roof based on the measurements taken onsite, ensuring compatibility with the buoy structure and minimal interference with operational components.
- Fabricate the covers/roof using high-grade marine-grade canvas or equivalent material engineered to withstand:
  - High UV exposure
  - Saltwater corrosion
  - Heavy rainfall and strong winds typical of offshore conditions
  - Long-term exposure without significant degradation

##### **3.2.3 Installation**

- Execute onsite installation of the canvas covers/roof using marine-grade fixtures and fittings.
- Ensure proper tensioning, secure fastening, and waterproofing as required.
- Perform quality checks post-installation to confirm structural integrity and weather resistance.
- Submit completion report and photographic documentation of the installed system.

##### **3.2.4 Safety and Compliance**

- Comply with all applicable marine safety standards and port authority regulations.
- Provide PPE and necessary training for offshore work crews.
- Implement safety protocols during offshore operations, including emergency preparedness

##### **3.2.5 Transportation and Logistics**

- CPC shall arrange transportation for the required personnel, fabricated canvas materials, and necessary installation tools to and from the offshore site, limited to one round trip per day (i.e. from Port to SPBM and SPBM to Port).
- Contractor shall ensure all other logistics, including personnel safety and regulatory compliance, are managed accordingly.

- The contractor should arrange the necessary meals/snacks/drinks for the use of the contract crew on the site in time to avoid delaying the work due to the delay in the supply of meals. The transportation of meals is totally a responsibility of the contract.

### **3.3. Disclaimers & Contractor Responsibilities**

#### **3.3.1. Skilled Workforce Requirement**

The contractor shall deploy only qualified and experienced personnel who are trained and competent in working on floating offshore structures. Proof of relevant offshore experience and certifications shall be provided upon request.

#### **3.3.2. Safety at Sea**

The contractor shall be fully responsible for the health, safety, and welfare of their personnel during all offshore activities. This includes, but is not limited to:

- Provision of personal protective equipment (PPE) suitable for offshore and marine environments.
- Safe boarding, disembarking, and working on floating or moving platforms.
- Emergency preparedness and first-aid arrangements.
- Compliance with all applicable local maritime and safety regulations.

#### **3.3.3. Marine Transport and Logistics**

The contractor shall organize and bear full responsibility for the safe marine transportation of personnel, tools, and equipment to and from the SPBM. All transport vessels shall be seaworthy and comply with relevant maritime authority standards.

#### **3.3.4. Insurance and Liability**

The contractor shall ensure that all personnel deployed offshore are adequately insured against accidents, injuries, or fatalities. CPC (the employer) shall not be held liable for any incidents, losses, or claims arising from the contractor's failure to follow offshore safety protocols.

#### **3.3.5. Risk Assessment and Method Statement**

Prior to mobilization, the contractor shall submit a detailed risk assessment and method statement specific to the offshore work, addressing site-specific hazards and control measures.

## 4. TECHNICAL SPECIFICATION

### 1. Dimensions:

- **Anti-fouling structure roofs:** Overall 31 m<sup>2</sup>
- **Battery box cover:** 1275 mm x 425 mm x 425 mm
- **Tool box cover:** 675 mm x 475 mm x 375 mm
- **Winch:** 2m × 1.5m × 1.5m

### 2. Material Composition:

- **Fabric Type:** High-density polyester or acrylic canvas
- **Coating:** Polyurethane (PU), polyvinyl chloride (PVC), or fluoropolymer for waterproofing and UV resistance
- **Weight:** 16–24 oz per square yard (540–820 gsm)
- **Weave:** Tight weave (e.g., 600D or higher) for durability

### 3. Strength and Durability:

- **Tensile Strength:** 250–500 lbs per inch (ASTM D5034)
- **Tear Strength:** 50–150 lbs (ASTM D2261)
- **Abrasion Resistance:** 15,000+ double rubs (ASTM D4157)
- **Wind Load Resistance:** Up to 100 mph (when properly tensioned)

### 4. Weather and Environmental Resistance:

- **Waterproofing:** Hydrostatic pressure rating of at least 1,000 mm
- **UV Resistance:** UV inhibitors for prolonged exposure (ASTM G154)
- **Mildew & Mold Resistance:** Antifungal treatment (ASTM G21)
- **Saltwater & Corrosion Resistance:** Non-corrosive coatings and marine-grade fittings

### 5. Fire Resistance (Optional but Recommended):

- **Flame Retardancy:** Meets NFPA 701, CPAI-84, or BS 7837 standards
- **Smoke Emissions:** Low-smoke properties preferred

### 6. Temperature Resistance:

- **Operating Temperature Range:** -40°F to 180°F (-40°C to 82°C)

### 7. Colors & Aesthetic Considerations:

- **Colors:** Typically white, beige, or gray preferred to reflect sunlight
- **Fade Resistance:** Solution-dyed fibers for long-term color retention

### 8. Other Conditions:

**Sample:** A Sample of the offered material with the detailed specification shall be submitted along with the Quotation

## 5. SCHEDULE OF PRICES

Item	Description	Area	Unit Rate LKR/M <sup>2</sup>	Amount (LKR)
1	Supply of canvas roof on anti-fouling structure			
2	Installation of canvas roof on anti-fouling structure			
3	Supply of canvas cover for winch.			
4	Supply of canvas covers for tool box			
5	Supply of canvas covers for battery box			
	<b>Sub Total (1)</b>			
	<b>Add (... %) SSCL</b>			
	<b>Sub Total (2)</b>			
	<b>Add (....%) VAT</b>			
	<b>Grand Total (Rs.)</b>			

Name of the Bidder : .....

Address : .....

.....

.....

Tele/Fax/ Email Nos. : .....

Signature of Bidder : .....

VAT Registration No. : .....

## Annex -A Form of Bid

**To:** The Chairman  
Procurement Committee,  
Ceylon Petroleum Corporation  
1<sup>st</sup> 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 **“Supply and installation of Canvas Covers for crude SPBM”**. We offer to complete the whole of said services 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 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, and Performance security.
- A-7 We offer the lump sum fixed price of (foreign cost in figures) .....in words)..... and Sri Lanka Rupees (local cost in figures) .....(in words.....) for **Supply and installation of Canvas Covers for crude SPBM** 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 of .....2025.

Signature.....in the capacity of .....  
.....duly authorized to sign Bids for and on behalf of :

Name .....

Address .....  
.....  
.....

Witnesses:

1. Signature ..... 2. Signature : .....

Name : .....	Name : .....
Address : .....	Address : .....
.....	.....
.....	.....

## Annex B – 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)]

## Annex - C 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 609, Dr. Danister De Silva Mawatha, 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 “Agent” 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 goods known as the **“Supply and installation of Canvas Covers for crude SPBM”** should be supplied by the supplier, and has accepted a Bid by the supplier for the supply of such goods.

The CPC and the Supplier agree, as follows: -

1. 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.
2. 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 \_\_\_\_\_.**
  - **The Conditions of Contract**
  - **The Completed Schedule of prices and**
3. In consideration of the payments to be made by the CPC to the Supplier as hereinafter mentioned, the Agent 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 Agreement.

4. The CPC hereby covenants to pay the Supplier 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 Contract at 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.

<b>Authorized Signature of the Chairman of CPC</b>		<b>Authorized Signature of the Supplier</b>	
<u>In the presence of</u>		<u>In the presence of</u>	
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Address</b>		<b>Address</b>	

## Annex – D Format for Performance Security

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

**Beneficiary:** ..... [Name and Address of CPC]

.....

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 the .....day 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)]