



***CEYLON PETROLEUM CORPORATION***

***SUPPLY, DELIVERY & REFILL OF 19 LITERS DRINKING  
WATER BOTTLES WITH DISPENSER UNITS FOR THE CPC  
HEAD OFFICE, AGRO CHEMICAL FUNCTION & SSE WORK  
SHOP AT KOLONNAWA AND BITUMEN STORAGE AND SALES  
COMPLEX AT MUTHURAJAWELA FOR THE YEAR 2026***

***B/42/2025***

***BIDDING DOCUMENT***

***2025***

**CEYLON PETROLEUM CORPORATION**

**Bid for the Contract “Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for the Year 2026”**

B/42/2025

**Invitation to Bid**

Chairman, Department Procurement Committee, Ceylon Petroleum Corporation (CPC) at No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka, will receive sealed Bids for the contract “Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for the Year 2026” from interested bidders who have past experience in similar work. The period of this contract is one year.

Failure to furnish documents requested in this document may result in the Bid being rejected.

**INVITATION FOR BIDS**  
**MINISTRY OF ENERGY**  
**CEYLON PETROLEUM CORPORATION**

***Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for the Year 2026***

***B/42/2025***

*The Chairman, Departmental Procurement Committee, Ceylon Petroleum Corporation will receive sealed Bids from reputed Suppliers for “Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for one year period in 2026”.*

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

*Bidding Documents can be obtained on working days between 0900 hrs. to 1500 hrs. up to 21.10.2025 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. 2,000.00 (Rs. 1,653.58 + 2.5% SSCL +18% VAT) to CPC.*

*All Bids should be accompanied by a Bid Security amounts to Rs. 38,000.00.*

*The Bid will be closed at 1400 hrs. on 22.10.2025 and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid.*

*Chairman,  
Departmental Procurement Committee,  
c/o Manager (Procurement & Stores),  
Ceylon Petroleum Corporation,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09,  
Sri Lanka.*

*Tele : 011 7296336*

*E-mail : supplies@ceypetco.gov.lk*

## **CONTENTS**

### **Page**

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

1.1 Introduction.....	1
1.2 Eligibility Criteria.....	1
1.3 Basis of Bid.....	1
1.4 Consist of Bidding Document.....	1
1.5 Documents to accompany the Bid .....	1
1.6 Sealing and marking of Bids.....	2
1.7 Period of Validity of Bids .....	2
1.8 Format and signing of Bids.....	3
1.9 Clarification of Bid Documents.....	3
1.10 Deadline for Submission of Bids .....	3
1.11 Late Bids.....	3
1.12 Modification, Substitution and Withdrawal of Bids .....	3
1.13 Closing of Bids .....	4
1.14 Opening of Bids by CPC.....	4
1.15 Bid Security Guarantee .....	5
1.16 Bill of Quantities .....	5
1.17 Preliminary Examination of Bids .....	5
1.18 Corrections of Errors .....	5
1.19 Evaluation of Bids .....	6
1.20 Date of Commencement of the Service Contract.....	6
1.21 Procurement Committee's right to accept or reject any or all Bids.....	6
1.22 Award Criteria .....	7

#### **2. CONDITIONS OF CONTRACT (COC)**

2.1 Performance Guarantee .....	8
2.2 Acceptable Standards .....	8
2.3 Deliveries.....	8
2.4 Average Monthly Consumption .....	8
2.5 Termination of the contract.....	9
2.6 Mode of Payment.....	9
2.7 Penalty Charges .....	9
2.8 Defaults by Successful Bidder .....	9
2.9 Force Majeure.....	9

2.10 Arbitration.....	9
2.11 Particular Conditions.....	10

3. <b>BILL OF QUANTITIES</b> .....	11-12
------------------------------------	-------

<b>ANNEXURE – A - Form of Bid</b> .....	13-14
<b>ANNEXURE – B - Format of Bid Security Guarantee</b> .....	15
<b>ANNEXURE – C - Form of Agreement</b> .....	16-17
<b>ANNEXURE – D - Format for Performance Guarantee</b> .....	18

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

### **1.1 Introduction**

*Chairman, Procurement Committee, Ceylon Petroleum Corporation (CPC), is calling Bids from bidders who have past experiences in similar work for the contract “**Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for one year period in 2026.**”*

### **1.2 Eligibility Criteria**

*1.2.1 Bidder should not be blacklisted.*

*1.2.2 Bidder shall have successfully completed at least one (01) contract for the supply of 19L drinking water bottles with dispenser units, with a minimum value of **Sri Lankan Rupees Three Million (LKR 3,000,000)** in each of the last three (03) years (2022, 2023, and 2024).*

### **1.3 Basis of Bid**

*1.3.1 Bids are to be forwarded with their rates which are valid for a period of one year.*

*1.3.2 Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to most stringent conditions of the Bid document.*

*1.3.3 Bids are to be forwarded for this contract complying to Conditions stipulated in the Bidding document.*

### **1.4 Consist of Bidding Documents**

*1.4.1 Bidding Document will consist of the following:*

- a) Invitation to Bidders*
- b) Instructions to Bidders (ITB)*
- c) Conditions of Contract (COC)*
- d) Schedule of Prices A & B*
- e) Form of Bid (Annex – A)*
- f) Format for Bid Security Guarantee (Annex – B)*
- g) Form of Agreement (Annex – C)*
- h) Format for Performance Guarantee (Annex – D)*

### **1.5 Documents to accompany the Bid**

*All Bids should contain adequate information in respect of the contract specified here.*

***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) Company profile
- (b) Past Performance – Bidders should forward past Performance of the company on supply of 19l drinking water bottles and dispensers and the volume of work performed. (proof documents such as PO, Contract Agreement Extracts must be provided)
- (c) Method of the service including water dispenser service schedule
- (d) Details of source & bottling plant & Certifications
- (e) Details of the ongoing contracts
- (f) Details of Staffing
- (g) Audited Financial Statements for last 03 years (2024,2023,2022)
- (h) Valid certification from Ministry of Health proving that Bottled water are in compliance with SLS standards (SLS 894 ISO) to be forwarded with the quotation.
- (i) Schedule of Prices (Schedule – A & B) duly completed and signed.
- (j) Form of Bid (Annexure –A) duly completed and signed.
- (k) Form of Bid Security (Annexure- B).

## 1.6 Sealing and marking of Bids

Bids shall be submitted in duplicates as per the conditions specified in this Bid 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 CONTRACT “SUPPLY, DELIVERY & REFILL OF 19 LITERS DRINKING WATER BOTTLES WITH DISPENSER UNITS FOR THE CPC HEAD OFFICE, AGRO CHEMICAL FUNCTION & SSE WORKSHOP AT KOLONNAWA AND BITUMEN STORAGE AND SALES COMPLEX AT MUTHURAJAWELA FOR THE YEAR 2026”** on the top left hand corner and the statement, **“DO NOT OPEN BEFORE 1400 hrs. on 22.10.2025** (to be completed with the time and date specified in the Bid document) and shall be addressed to ;

Chairman,  
Procurement Committee,  
Bid for the Contract “Supply, Delivery & Refill of 19 Liters Drinking Water Bottles...”  
C/o Manager (Procurement & Stores),  
Procurement & Stores Function,  
Ceylon Petroleum Corporation,  
1<sup>st</sup> Floor, No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.  
Sri Lanka.

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

## 1.7 Period of Validity of Bids

All offers shall be valid for a **minimum period of Forty Nine (49) days** (i.e. until 09.12.2025) from the closing date of the Bid. Bidders should however, clearly indicate the maximum period that their offer would be valid. **A Bid valid for a shorter period will be rejected as non-responsive.**

## **1.8 Format and Signing of Bids**

*The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, “**BID FOR THE CONTRACT “SUPPLY, DELIVERY & REFILL OF 19 LITERS DRINKING WATER BOTTLES WITH DISPENSER UNITS FOR THE CPC HEAD OFFICE, AGRO CHEMICAL FUNCTION & SSE WORKSHOP AT KOLONNAWA AND BITUMEN STORAGE AND SALES COMPLEX AT MUTHURAJAWELA FOR THE YEAR 2026” – Original and Duplicate** as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.*

*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 literature shall be initialed by the persons(s) signing the Bid.*

*Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bid.*

## **1.9 Clarification of Bid Document**

*A prospective Bidder requiring any clarification of the Bid document should notify CPC in writing by hand or post or facsimile at the CPC’s mailing address indicated in ITB clause 1.6. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this stage. CPC will respond in writing to any request for clarification or modification of the Bid document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC. Copies of the CPC’s response will be sent to all prospective Bidders who have collected Bidding Documents.*

## **1.10 Deadline for Submission of Bids**

*Chairman, Procurement Committee, CPC must receive Bids at the address specified under ITB Clause 1.6 not later than the time and date stipulated in the ITB Clause 1.13.*

*Chairman, Procurement Committee, CPC may at his discretion, extend this deadline for submission of Bids, by amending the Bid documents, in which case all right and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.*

## **1.11 Late Bids**

*Any Bid received by the Chairman, Procurement Committee CPC, after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.*

## **1.12 Modification, Substitution & Withdrawal of Bids**

*The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission.*

*The Bidder’s modifications shall be prepared, sealed, marked and dispatched as follows;*



*The Bidders shall provide an Original and a Duplicate as specified in the ITB clause 1.6 of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **“BID FOR THE CONTRACT “SUPPLY, DELIVERY & REFILL OF 19 LITERS DRINKING WATER BOTTLES WITH DISPENSER UNITS FOR THE CPC HEAD OFFICE, AGRO CHEMICAL FUNCTION & SSE WORKSHOP AT KOLONNAWA AND BITUMEN STORAGE AND SALES COMPLEX AT MUTHURAJAWELA FOR THE YEAR 2026”**. The envelopes shall be sealed in an outer envelope, duly marked **“BID MODIFICATIONS”**.*

*A Bidder wishing to withdraw his Bid, shall notify the PC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be sent to the Manager (Procurement & Stores), which the address is given in Clause No. 1.6. bearing the bid name and the words **“BID WITHDRAWAL NOTICE”**. Bid withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will deem to be valid.*

### **1.13 Closing of Bids**

*Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach to the address given in clause 1.6 not later than 1400 hrs. Sri Lanka local time on **22.10.2025**, If the Bidders 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;*

*Manager (Procurement & Stores),  
Procurement & Stores Function,  
1st Floor, Ceylon Petroleum Corporation,  
No. 609, Dr. Danister de Silva Mawatha,  
Colombo 09,  
Sri Lanka.*

### **1.14 Opening of Bids by CPC**

*Bids will be opened immediately after the closing date and time fixed for receipt of Bids. The address where bids are opened is given in clause 1.6 or such other place as arranged, if the office of the Manager (Procurement & Stores) is unavailable.*

*The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids in the presence of the Bidders and/or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and/or their representatives shall sign a register as proof of their attendance.*

*The Bid Prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security Guarantee and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.*

*Bids (and modifications sent pursuant to ITB Sub Clause 1.12) that are not opened will not be considered for evaluation, regardless of the circumstances.*

### **1.15 Bid Security**

*Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be in the form of a Bank Draft or a Bank Guarantee issued / confirmed by a recognized Bank in Sri Lanka, and payable to the CPC on demand in a sum of **Rs. 38,000.00**.*

*The Bid Security Guarantee should be valid for Seventy Seven (77) days ((i.e. **until 06.01.2026**) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".*

*Failure to submit the Bid Security Guarantee 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. Bid Security Guarantee 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 **Performance Security Guarantee**.*

### **1.16 Schedule of Prices**

*Bidders are also required to duly sign and return the Schedule of Prices A or B indicating their offers in detail.*

*Bidders are required to indicate the amount of VAT separately with VAT Registration Number.*

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

### **1.17 Preliminary Examination of Bids**

*The CPC 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 CPC may, at its discretion call clarifications from Bidders.*

*The request for clarification and the response shall be in writing within two weeks from the clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.*

### **1.18 Corrections of Errors**

*Bids determined to be substantially responsive will be checked by the CPC for any arithmetic error. Errors will be corrected by the CPC in the following manner;*

- 1.18.1 Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and*
- 1.18.2 Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is*

*an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.*

- 1.18.3 If the total bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the bid price in consultation with the bidder.*
- 1.18.4 If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the bidder and shall be considered as binding upon the bidder.*
- 1.18.5 If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.*

### **1.19 Evaluation of Bids :**

*CPC will carry out the detailed evaluation of offers, to determine whether the Technical & Financial aspects are properly addressed and whether the Bids are substantially responsive.*

#### **a) Technical Evaluation:**

*This will be based at a minimum, on the Past Experience of the bidder, Method of Service, Details of Sourcing & Bottling plant (CPC reserves the right to inspect the location if required, during evaluation), Ongoing Contracts & Staffing and Audited Financial Statements, SLS 894 ISO compliance as a minimum.*

#### **b) Financial Evaluation:**

*This will be based on the Schedule of Prices A & B. The determination of the substantially responsive lowest price will be carried out by;*

- Comparing the overall prices indicated in Schedule of Prices A & B; and*
- Evaluating whether the option of dispensers on a FOC basis or on a rental/chargeable basis provides the most advantageous overall offer to CPC.*

### **1.20 Date of Commencement of the Service Contract**

*The Service contract will commence from 01.01.2026 after signing the service agreement by successful bidder and continues through twelve months period and no changes will be accepted therein on their given rates on same terms and conditions.*

### **1.21 Procurement Committee's right to accept or reject any or all Bids.**

- 1.21.1 The Procurement Committee reserves the rights to reject any or all Bids or any part thereof, without adducing any reasons. The Procurement Committee may accept any or all items of an offer and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.*
- 1.21.2 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bid document, soon after the decision of the Procurement Committee.*

## **1.22 Award Criteria**

*Subject to ITB Clause 1.19 the Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid on regional basis provided that the Bidder is determined to be qualified to perform the contract satisfactorily.*

*The successful Bidder will be called upon to enter into an Agreement with CPC. A specimen Form of Agreement is attached in Annexure C.*

## **(02) CONDITIONS OF CONTRACT (COC)**

### **2.1 Performance Guarantee**

*The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through/confirmed by a recognized Bank in Sri Lanka, in a sum equivalent to ten (10%) percent of the value of the estimated cost. 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 tender, 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 thirteen (13) months from the date of anticipated date of commence of the contract.*

### **2.2 Acceptable Standards**

*2.2.1 Bottled water should be satisfied with relevant SLS standards (SLS 894 ISO) & valid certification from Ministry of Health to be forwarded with the quotation.*

### **2.3 Deliveries**

*2.3.1 The selected contractor should supply, deliver & refill water bottles within a period of one year from 01.01.2026 to 31.12.2026.*

*2.3.2 Delivery of bottles and dispensers to the CPC Head office, Agro chemical function & SSE workshop at Kolonnawa and Bitumen storage & sales complex at Muthurajawela should be done by the supplier free of charge.*

*2.3.3 Minimum of 41 dispensers with hot, cool & normal (3 taps) units should be provided on "return at the contract expiry" basis to the CPC Head office.*

*2.3.4 Minimum of 04 dispensers with hot, cool & normal (3 taps) units should be provided on "return at the contract expiry" basis to the Agro chemical function at Kolonnawa*

*2.3.5 Minimum of 02 dispensers with hot, cool & normal (3 taps) units should be provided on "return at the contract expiry" basis to the SSE workshop at Kolonnawa*

*2.3.6 Minimum of 04 dispensers with hot, cool & normal (3 taps) units should be provided on "return at the contract expiry" basis to the Bitumen storage & sales complex at Muthurajawela*

### **2.4 Average Monthly Consumption**

*Average monthly consumption will be 1,113 Nos. of 19 Ltrs bottles. This may change and CPC is not bound to use any minimum number per day and if this exceeded the same rate shall be applied for a bottle.*

## **2.5 Termination of the Contract**

*CPC may have sole discretion to terminate the contract if the supplier's service is not satisfactory after completion of one month period of written warning notice or immediately with effect if the government health authorities issued a ban on supplier's drinking water bottles, or any quality/taste/colour/odor related matters raised with the water.*

## **2.6 Mode of Payment**

*Monthly payments shall be made for the actual quantities supplied, at the rates stated in the Purchase Order, within thirty (30) days from the date of submission of the invoice.*

## **2.7 Penalty Charges**

*Any shortcoming/ unsatisfactory service if noticed in a particular month will lead to a deduction of 10% on invoice value of said month.*

## **2.8 Defaults by Successful Bidder**

*If the successful Bidder, defaults in performing this contract as specified in this contract document or otherwise commits a breach of any of the provisions in the Contract with CPC for the contract “**Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for the year 2026**” to 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.*

## **2.9 Force Majeure**

*Except as regards as 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.*

## **2.10 Arbitration**

*If during continuance of this Contract or at any time after the termination thereof, any disputes or differences of opinion touching the interpretation of this contract were to arise between the parties hereto or their respective representatives, such differences or disputes shall be referred for Arbitration.*

*Arbitration shall be conducted under the rules of the Arbitration Centre of the Institute of the Development of Commercial Law & Practice (ICLP) in Sri Lanka & in accordance with the Arbitration Act No. 11 of 1995 of Sri Lanka. The Place of Arbitration shall be Colombo, Sri Lanka.*

## **2.11 Particular Conditions**

- 2.11.1 Bottles supplied should have to be refilled continuously without any disruption to the usage and the Supplier shall be responsible for maintaining adequate bottle stock levels to avoid shortages.*
- 2.11.2 Only the bottles with clean appearance shall be provided and any bottles which is damaged, dusted or scratched shall not be accepted by CPC and will return during the delivery.*
- 2.11.3 Water dispensers should be serviced once a month in front of officers of HSE and records to be certified by officer in the engineering function and HSE Function.*
- 2.11.4 Quarterly, a sample shall be tested from Industrial Technology Institute and the test report has to be submitted to the HSE function.*
- 2.11.5 CPC reserves the right to inspect the source plant and bottling plant at anytime during the contract period.*

**3. SCHEDULE OF PRICES - A**  
**Supply, delivery and refill of 19 Ltrs water bottles & Dispensers for a period of 12 month**  
**(Dispenser Units Free Of Charge)**

Item	Description	Qty	Unit	Rate (Rs/unit)	Amount (Rs.)
<b>1</b>	<b>Supply, Delivery and refill of 19 Ltrs water bottles</b>				
1.1	CPC Head Office	10,090	Nos		
1.2	Agro Chemical Function, Kolonnawa	720	Nos		
1.3	SSE Workship, Kolonnawa	1,200	Nos		
1.4	Bitumen storage and sales complex Muthurajawela	1,345	Nos		
<b>2</b>	<b>Supply, Delivery &amp; Service of Water Dispensers with Hot, Cool &amp; Normal (03 taps)</b>				
2.1	CPC Head Office	41	Nos	FOC	FOC
2.2	Agro Chemical Function, Kolonnawa	4	Nos	FOC	FOC
2.3	SSE Workship, Kolonnawa	2	Nos	FOC	FOC
2.4	Bitumen storage and sales complex Muthurajawela	4	Nos	FOC	FOC
	<b>Sub Total - 1</b>				
	<b>Discount</b>				
	<b>Sub Total - 2</b>				
	<b>2.5% SSCL</b>				
	<b>Sub Total - 3</b>				
	<b>18% VAT</b>				
	<b>Grand Total</b>				

Total amount in words : .....

Name of tenderer : .....

VAT Registration No : .....

Tel./ E-mail : .....

.....  
**Signature of Bidder**

.....  
**Date**



### 3. SCHEDULE OF PRICES - B

Supply, delivery and refill of 19 Ltrs water bottles & Dispensers for a period of 12 month

Item	Description	Qty	Unit	Rate (Rs/unit)	Amount (Rs.)
1	Supply, Delivery and refill of 19 Ltrs water bottles				
1.1	CPC Head Office	10,090	Nos		
1.2	Agro Chemical Function, Kolonnawa	720	Nos		
1.3	SSE Workship, Kolonnawa	1,200	Nos		
1.4	Bitumen storage and sales complex Muthurajawela	1,345	Nos		
A	Sub Total - 1				
2	Supply, Delivery & Service of Water Dispensers with Hot, Cool & Normal (03 taps)	Qty	Unit	Rate (Rs/unit/ year)	Amount (Rs.)
2.1	CPC Head Office	41	Nos		
2.2	Agro Chemical Function, Kolonnawa	4	Nos		
2.3	SSE Workship, Kolonnawa	2	Nos		
2.4	Bitumen storage and sales complex Muthurajawela	4	Nos		
B	Sub Total - 2				
Sub Total - 3 (A+B)					
Discount					
Sub Total - 4					
2.5% SSCL					
Sub Total - 5					
18% VAT					
Grand Total					

Total amount in words : .....

Name of tenderer : .....

VAT Registration No : .....

Tel./ E-mail : .....

.....

**Signature of Bidder**

.....

**Date**

***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 the “Supply, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex Muthurajawela, for the year 2026”, 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 Bid 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 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 Guarantee.*
- A-7 We affirm that the said water Bottles will be delivered as per clause 2.3 of the COC after we receive notice of acceptance of our bid from the CPC.*
- A-8 We offer the lump sum fixed price of Sri Lanka Rupees ..... (in words) ..... for Supply of Water Bottles....., as detailed out in this Bid 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 tenders for and on behalf of :*

*Name .....*

*Address .....*

*.....*

*.....*

*Witnesses:*

*1. Signature: .....*

*Name: .....*

*.....*

*Address : .....*

*.....*

*.....*

*2. Signature: .....*

*Name: .....*

*.....*

*Address: .....*

*.....*

*.....*

***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 Guarantee, 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 Guarantee 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)]*

***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, Delivery & Refill of 19 Liters Drinking Water Bottles with Dispenser Units for the CPC Head Office, Agro Chemical Function & SSE Workshop at Kolonnawa and Bitumen Storage and Sales Complex at Muthurajawela for the year 2026” 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><i>Authorized Signature of the Chairman of CPC</i></b>		<b><i>Authorized Signature of the Supplier</i></b>	
<b><i><u>In the presence of</u></i></b>		<b><i><u>In the presence of</u></i></b>	
<b><i>Name</i></b>		<b><i>Name</i></b>	
<b><i>Signature</i></b>		<b><i>Signature</i></b>	
<b><i>Address</i></b>		<b><i>Address</i></b>	

**FORMAT FOR PERFORMANCE GUARANTEE**

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

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

**Date :** .....

**PERFORMANCE GUARANTEE NO :** .....

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

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

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

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

This guarantee shall expire, no later than 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)]