



CEYLON PETROLEUM CORPORATION

(Established by Parliamentary Act Number 28 Of 1961)

REFINERY DIVISION

NCB 4574T

BIDDING DOCUMENT

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF IP-PABX SYSTEM

INSTRUCTIONS TO BIDDERS, CONDITIONS OF CONTRACT &
TECHNICAL SPECIFICATIONS

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01. INSTRUCTIONS TO BIDDERS (ITB)

1.1. INTRODUCTION

The Chairman, Department Procurement Committee, on behalf of the Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka will receive sealed Bids from local suppliers for the Supply, Installation, Testing & Commissioning of **IP-PABX System** conforming to the Terms & Technical Specifications indicated in Section 3 and Terms & Conditions given under this Bidding Document.

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and CPC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

ELIGIBLE BIDDERS:

- a. All bidders shall possess legal rights to supply the Goods under this contract.
- b. A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents.
- c. A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA) / National Procurement Commission (NPC), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA/NPC, www.nprocom.gov.lk & www.treasury.gov.lk.
- d. Foreign Bidders may submit a bid only if so stated in the Bidding Document.

1.2. ISSUE OF BIDDING DOCUMENTS

Bidding Documents can be obtained up to on 24-November-2025. Any Bidder calling for Bidding Documents, shall pay a non-refundable Bidding Document fee of Rs. 3,500/= per set to the Cashier, CPC Head office, No. 609, Dr. Danister de Silva Mawatha, Colombo – 09 or to the Cashier, Refinery Division, Sapugaskanda, Kelaniya.

Bidding document, which comprises the conditions of the Tender and the specification is available on websites www.ceypetco.gov.lk & www.dgmarket.com.

Alternatively, Bidding documents could also be obtained from Manager (Materials) as per 1.7.1 (a).

1.3. DOCUMENTS & DETAILS TO ACCOMPANY BID

All Bids shall contain adequate particulars in respect of the items offered.

- A. Failure to furnish the following documents and details along with the Bid will result in the bid being rejected.
 01. Bid Security Guarantee – **Annex ‘C’**
 02. Name & the profile of the Manufacturer and Country of Manufacturing

03. Bid Submission Form
04. Bid-Securing Declaration
05. Manufacturer's Authorization Letter as per **Annex 'E'** including the certification that the goods offered are in good condition & conforming to the specifications.
06. Letter/s of Authorization – Vide Clause 1.10
07. Schedule of Prices – **Annex 'B'** duly completed and signed.
08. A copy of the receipt obtained for payment of Rs. 3,500.00.
09. Copy of Business Registration & Public Contract Registration per Clause 1.11

B. Failure to furnish the following documents and details along with the Bid may result in the bid being rejected.

01. Documentary proof for recent supplies made to customers in similar magnitude
02. Form of Compliance / Deviation Sheet – **Annex 'H'**. Any other deviation to be clearly indicated in Annex 'G' in an attachment.

All documents shall be in English Language.

(Every Bidder will be required to initial and submit each page of the Bidding Document including drawings, relevant catalogues and other details along with the quotation)

1.4. SUBMISSION OF BIDS

A local firm acting as Agent for more than one Principal Bidder should get each of his Principal Bidders he represents to tender on separate sets of Bidding Documents purchased from the Ceylon Petroleum Corporation for such purpose.

Note: Alternative Bids / Options

Multiple bids from same manufacturer can be submitted as separate bids.

1.5 SEALING, MARKING, CLOSING & RECEIPT OF BIDS

Bids shall be submitted in Duplicate as per annexed schedule of Prices. The original & duplicate copy of the Bid shall be placed in separate envelopes marked "ORIGINAL" & "DUPLICATE". Envelopes shall be enclosed in one securely sealed cover, which shall be marked "NCB NO. 4574T FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF IP-PABX SYSTEM – CLOSING DATE 26-NOVEMBER-2025" on the top left-hand corner & the Bidder's name & address on the bottom left-hand corner.

Bids sealed, enclosed, marked and addressed as aforesaid, shall be sent under Registered Cover to reach the Chairman, DPC, C/O Secretary to the Refinery Manager, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka not later than 1430 hours on 26-November-2025. If, the Bidders 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 Refinery Manager,, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka.

1.6. MINIMUM VALIDITY PERIOD OF BIDS

- (a) All bids shall necessarily be valid up to 11-February-2026.
- (b) All prices indicated in the schedule of prices shall be firm and shall not be subject to any price variation within the validity period of offer specified in (a) above.

- (c) In exceptional circumstances, prior to the expiration of the bid validity period, CPC may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid security is requested, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its bid security/deposit. A Bidder granting the request shall not be required or permitted to modify its bid.
- (d) On acceptance of the offer within the above mentioned validity date of offer should be extended by another 14 days for purposes of opening Letter of Credit and other required documentation.

Bids that do not comply with the above requirements will be rejected as non-responsive.

1.7. CLARIFICATIONS

1.7.1

- (a). Any other information or clarification required could be obtained from the under mentioned not later than 10 days before the closing date of tender given in clause No. 1.5

Manager (Materials),
Ceylon Petroleum Corporation,
Refinery Division, Sapugaskanda,
Kelaniya, Sri Lanka.

Fax : 0094 - 112400434 / 436 / 5528919

E-mail : refmaterials@sltnet.lk

Clarifications should not be sent to the address reftend@sltnet.lk as such clarifications will not be replied

- (b). Where the Bidders have not sought any clarifications/information such Bidders shall be deemed to have accepted the Bidding Document in full.

1.7.2 – Amendments

CPC reserves the right to issue amendments to the Bidding document if and when deemed necessary, up to 10 days before the closing date of Tender given in Clause 1.5 and such amendments will be notified to all Bidders who have collected the Bidding documents.

1.8. OPENING OF BIDS

Bids will be closed at 1430 hours on 26-November-2025 & will be opened immediately thereafter at the Refinery Conference Room.

Bidder/s or their duly authorized representative/s may be present at the opening of bids. The officer who opens the Bids will read out the total price, as indicated in the schedule of prices/ Pro-forma to those who are present. Technical Data, Specifications or similar particulars will not be divulged.

1.9 LATE BIDS

Any Bid received after the deadline for submission of Bid will be rejected and returned unopened to the Bidder.

1.10 LETTER OF AUTHORIZATION

- (a) Offers from agents representing Principals abroad, will not be considered unless they hold the Letter Of Authorization from the Principals empowering the agents to offer on their behalf, to enter into a valid agreement on behalf of the Principals to fulfill all the terms and conditions of the contract, in the event of the bid being awarded.
- (b) The agent signing the Bidding Document on behalf of the Principal shall state the Principal's name, address, telephone and fax numbers & e-mail if any.
- (c) Nomination of Agents after the Bid has been submitted will not be valid.
- (d) In the event that the Principal is not the Manufacturer, the Principal should furnish documentary proof of his arrangements with the Manufacturer.
- (e) Principal means the seller with whom CPC enters into an agreement as per the tender. In case of an order, L/C is opened & purchase order is placed with the principal.

1.11 BUSINESS REGISTRATION & PUBLIC CONTRACT REGISTRATION

- A) Local Agents in Sri Lanka, submitting the Bid should register with the Registrar of Companies and shall produce a copy of the valid Certificate (legally attested copy) of Registration issued by the Registrar of Companies together with the offer & a copy of the respective company registration of principal bidders also shall be forwarded along with the bid.
- B) Any person who act as an agent or sub-agent, representative or nominee for or on behalf of any bidder / principal supplier, shall register himself and such public contract as per Public Contracts Act, No 3 of 1987 for every public contract exceeding five million rupees (SLR) & a copy of the valid Certificate of registration issued by the Registrar of Public Contracts shall be forwarded for collection of bidding documents. All bidders should submit the registration certificate along with the bid.

Where any person is an agent, sub-agent, representative or nominee for or on behalf of a bidder / principal supplier he shall first produce a certificate of his appointment as agent, sub-agent, representative or nominee to the Registrar before he registers himself under the public contract. [Contact details of the Registrar: Department of Registrar of Companies, "Samagam Medura", No. 400, D R Wijewardena Mawatha, Colombo 10 / Tel.: +94-11-2689208 / +94-11-2689209 / Email: registrar@drc.gov.lk .(Contact details may vary from actuals & CPC does not take any responsibility in this regard)]

1.12 BID SECURITY GUARANTEE

Each Bid shall be accompanied with 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 Guarantee or a Bank Draft (along with a letter to fulfill conditions of the Bank Guarantee) issued by a recognized commercial Bank in Sri Lanka approved by the Central Bank of Sri Lanka payable to the Ceylon Petroleum Corporation, in a sum of Sri Lankan Rupees 120,000/=.

The Bid Guarantee shall be unconditionally encashable on demand by Ceylon Petroleum Corporation and valid for 90 days from the date of closing of bid. A format of Bid Security guarantee is attached (Annex 'C').

Bid Guaranties received from unsuccessful Bidders will be returned to them after an award is made. The Bid Security Guaranty of the successful Bidder will be returned after receipt of the Performance Guarantee.

Important:

Failure to submit the Bid Guaranty at the time or before the closing of Bids (which is considered as a major deviation) and in accordance with above said requirements and in the format provided, shall result in the Bid being rejected

1.13 BID-SECURING DECLARATION

Bidders should declare that they have read the Conditions and that they make the offer in compliance with and subject to all the Conditions thereof and agree to execute the contract / perform the services in accordance with the said Conditions in the manner therein set out. A Form of Bid-Securing Declaration-Annex 'C' is attached.

The Local bidder shall be suspended in case of failure / default as per Bid-Securing Declaration – Annex “D”.

Failure to submit the Bid-Securing Declaration along with the bid or before the closing of Tenders and in accordance with above said requirements and in the format provided, shall result in the Bid being rejected.

1.14. SCHEDULE OF PRICES

- (a) All agents' Commission & installation charges (if any) shall be disclosed in Sri Lankan Rupees in the appropriate row of the schedule of prices.
- (b) **Annex 'B'** shall be completed by the bidder in full. Bids not on the prescribed form and not in the manner required will be rejected.
- (c) Bidders shall provide in the prescribed form of schedule of prices- marked Annex "B", the name and address of his agents, if any, in Sri Lanka.
- (d) The principal bidder (the receiver of payment) should essentially sign the Schedule of Prices.

1.15. CORRECTION OF ERRORS

- (a) Where there is a discrepancy between the amount in figures and in words, the amount in words will govern; and
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity.
 - 1. The unit rate as quoted will govern

2. Unless in the opinion of the Procurement Committee/TEC 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.
- (c) The amount stated in the Bidding Document adjusted in accordance with the above procedure with the concurrence of the bidder shall be considered as binding upon the Tender. If the bidder does not accept the corrected amount of bid, his bid will be rejected.
 - (d) If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its bid security may be forfeited or its bid securing declaration executed.

1.16. EVALUATION OF BIDS

- (a) All offers received will be examined to determine the eligibility of bidder's responded and substantial responsiveness of bids received. A substantially responsive bid is one, which conforms to the terms, conditions and specifications of the Bidding Document. Incomplete bids will be rejected.
- (b) Only the bids determined to be substantially responsive will be evaluated and compared. Award will be made to the lowest responsive evaluated bid.
- (c) Offers will be evaluated on total cost basis.
- (d) Also, CPC reserves the right to evaluate bids on item wise price or lump sum basis & make split orders / single order considering the economic benefit to CPC provided such split orders are acceptable to the bidders (s) selected by CPC.

Bids for part supply of items may be rejected depending on the nature of the requirement.

1.17 POWER TO ACCEPT OR REJECT BIDS

- (a) The Department Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- (b) The Department Procurement Committee reserves the right to reject any or all Bids, or any part thereof, without adducing any reasons.

1.18. NOTICE OF ACCEPTANCE

Acceptance of bid will be communicated by fax / E-mail and confirmed in writing by registered post to the successful bidder to the address given by him, soon after the receipt of DPC decision. Any change of address of the bidder should be promptly notified to the Manager (Materials), Ceylon Petroleum Corporation, Materials Department, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka.

02. CONDITIONS OF CONTRACT (COC)

BIDDER'S STANDARD CONDITIONS OF SALE

Bidder's standard conditions of sale, usually printed on the reverse side of the Performa Invoice or in a separate format will not be accepted. The Conditions of this tender will prevail.

2.1. PERFORMANCE GUARANTEE

- 2.1.1 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 issued by a recognized Commercial Bank in Sri Lanka or a Foreign Bank with the Guarantee confirmed by a recognized Commercial Bank operating in Sri Lanka, and approved by the Central Bank of Sri Lanka and payable to the CPC on demand in a sum equivalent to 10% of the grand total value given in Annexure "B" of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure "G".
- 2.1.2 If the successful Bidder fails to furnish Performance Guarantee as aforesaid his name will be placed in the list of defaulting contractors.
- 2.1.3 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 his Bid Guarantee, will be forfeited.
- 2.1.4 The letter of credit will be opened only after the receipt of the performance Guarantee. The Performance Guarantee shall be in favor of the Ceylon Petroleum Corporation and shall be valid for a period of not less than Twenty One (21) days from the expected date of the completion of contract.
- 2.1.5 To expedite opening of Letter of Credit (L/C), the successful bidder shall on his own account instruct his Bank to Fax/Email the Ceylon Petroleum Corporation, the date, amount and validity period of the Performance Guarantee.

2.2. MODE OF PAYMENT

- 2.2.1 Payment will be made only in LKR & within one month after the final acceptance.
- 2.2.2 If the bidder requests, local L/C can be opened in case of Delivered-at-Site basis.
- 2.2.3 Any payment term requiring advance payments shall not be acceptable to CPC.

2.3. DEFAULT BY SUCCESSFUL BIDDER

- (a) If for any reason in the opinion of the Ceylon Petroleum Corporation, the successful Bidder becomes incapable or unable to supply, install, test & commission the **IP-PABX System** offered in his Bid within the specified delivery period, the Ceylon Petroleum Corporation shall have the right to obtain the goods from other sources without being liable in any manner, whatsoever, to the successful Bidder.

- (b) If the successful Bidder defaults in the supply or otherwise commits a breach of any of the provisions in the Contract with the Ceylon Petroleum Corporation for the Supply, Installation, Testing & Commissioning of **IP-PABX System** conforming with the Specifications, he shall be liable to pay to the Ceylon Petroleum Corporation, all losses, damages and expenses incurred by the Ceylon Petroleum Corporation in consequence of such default of breach.

2.4. ASSURANCE ON DELIVERY

The successful Bidder will be called upon to supply, install, test & commission to the Ceylon Petroleum Corporation the **IP-PABX System** conforming to specifications and strictly abide by the agreed completion dates, which should be within **90** days from the date of confirmation of the order. (Shorter delivery periods are most welcome). However, Bidders shall indicate the period within which the item could be delivered from the date of confirmation of the Order.

2.5. FORCE MAJEURE

Except as regards an act of God, war, strike, invasion, Civil War, rebellion, Tsunami, revolution, insurrection, military power, earth-quake, plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals or connected with the supply.

2.6. ARBITRATION/ APPLICABLE LAW

- 2.6.1 All the disputes arising out of this agreement will be settled in accordance with the provisions of the Arbitration Act No. 11 of 1995, Sri Lanka & UNCITRAL rules.
- 2.6.2 All proceedings and hearings by the Arbitrator shall be held in Sri Lanka Arbitration will be conducted under the rules of the ICLP Arbitration Centre and the Arbitration Act No. 11 of 1995, Sri Lanka.
- 2.6.3 The law applicable to this procurement / contract is Sri Lankan Law.

2.7. WARRANTY

- 2.7.1 Supplier should give a manufacturer's warranty for all the goods Supplied by him for a minimum period of 24 months from the date of supplying. Warranty Conditions shall be clearly indicated in the quotation.
- 2.7.2 Any defect found during this warranty period should be attended to by the supplier at his own cost (labour & spare parts), and any defective parts should be replaced with new parts free of charge.
- 2.7.3 All equipment offered should be brand new and proven system and no Prototype systems should be offered.
- 2.7.4 All material offered should have a minimum of 14 months shelf life (if relevant) from the date of shipment.

3. SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS & OTHER CONDITIONS

Items to be supplied:

<i>Item No.</i>	<i>Quantity</i>	<i>Unit</i>	<i>Description</i>
01	01	No.	IP-PABX System (As per following Specification)
02	01	Set	Recommended Set of Spares

TECHNICAL SPECIFICATIONS FOR IP-PABX SYSTEM

1. INTRODUCTION

Ceylon Petroleum Corporation (CPC) was set up as a main source for supply of energy in Sri Lanka established in 1961 and CPC Oil Refinery was established in 1968 in Sapugaskanda. The existing PABX IP-PABX deployed on the existing Local Area Network which has gigabit single mode fiber backbone interconnecting all buildings in the Refinery which supports up to 1000mbps speed (Gigabit Ethernet). All Ethernet switches of the network are POE enabled Layer 3 Manageable switches.

Further the Refinery Housing Scheme located approximately 1.5km away from the Refinery, is also need to be provided with intercom facility link to the same PABX connected with a wireless link. This PABX has been in service for more than 8 years and has become out of order due to closure of the company. Therefore, it has been decided to migrate to a new IP-PABX.

2. SCOPE

The work to be carried out under this tender specification shall consist of the supply, delivery to site, installation, testing, commission, handover in approved working order and maintenance during the defects liability period of the proposed IP-PABX system in accordance to the specification, supplementary notes, condition of contract, drawings attached herewith. **It is mandatory to use the existing CPC network.**

The IP-PABX shall comprise of the following items:

- 2.1** IP PABX equipment, Operator console, System Administration & Maintenance Terminal and IP telephone sets.
- 2.2** All associated main distribution frames (MDF), lightning arrestors and protectors for all extensions and trunk lines, batteries and chargers.
- 2.3** Supply and install wireless link between Housing Scheme (which is located approximately 1.5km away from the Refinery) and Refinery and integrating the remote site to the IP-PABX.

3. SPECIFICATIONS

3.1 Type approval

The proposed IP- PABX system shall be type approved by SLTRC and shall submit the approval certificate along with the offer.

3.2 General Specifications

- 3.2.1** The proposed IP-PABX system shall be of current manufacture and shall not be a prototype.
- 3.2.2** The proposed IP- PABX shall support analog/single-line extension telephone sets through media gateways.
- 3.2.3** The IP-PABX's Operating Software shall run on a standard embedded operating system and it must be the latest version which supports the standard telephony features and the standard VoIP Protocols with a broad range of traditional voice features.
- 3.2.4** The proposed IP- PABX shall support video telephony and conference over IP network by default.
- 3.2.5** The IP-PABX equipment shall be of the highest quality and capable of withstanding continuous operation and shall be equipped with flash-EPROM memory to ensure no reloading is required upon power resumption. Loading through external or internal floppy device is not acceptable.

- 3.2.6** Each sub unit of IP-PABX system shall have provisions to expand its capacity by 20% at least. Expansion shall only involve adding of cards and shelves or trunk line units in the existing unit.
- 3.2.7** The proposed IP- PABX system shall have 'Universal Port Architecture' design to allow flexible system configuration and maximum utilization of all available card slots.
- 3.2.8** Each sub unit shall be capable of operating on its own in the event of an IP link failure.
- 3.2.9** The proposed IP- PABX system shall support :
- Standard IP- PABX features including IP/SIP Trunking and Extensions
 - Public and Private or multi-vendor Networking
 - ISDN PRI and BRI
 - Call center with multiple configurable call queues and Automatic Call Distribution (ACD)
 - Call Center
 - Auto attendant
 - VoIP with SIP or H323 Standard
 - Encryptions SRTP, TLS, HTTPS, SSH, 802.1X.
 - Codecs Fax (T.38), iLBC, GSM, G.711, G.722, G.729A/B, G.726-32
 - Analog CO lines
 - Computer Telephony Integration (IP soft phone) with meeting feature
 - Centralized maintenance and monitoring
 - Multiple SIP phones from different service providers at the same time
 - Up to 200 concurrent calls
 - Registering IP/SIP phones at any point within the LAN
 - Decode pulse and Dual Tone Multi-Frequency (DTMF) based analog/single-line extension telephone sets
 - The Analog extension should support Caller-ID from extension and trunk lines.

- Active-standby hardware redundancy for PABX hardware and power
- Pluggable external hard disk drives or other storage media.
- Network troubleshooting tools and packet capturing tools within the IP-PABX system.
- Automatically updating configuration to IP phones without the need for manual login and configuration.
- Must provide up to 4 layers of Interactive Voice Response (IVR) (include licenses).
- Direct Invert Dialing (DID) and Direct Outward Dialing (DOD)
- Emergency Announcements

3.2.10 The proposed IP- PABX system shall be able to restart automatically without human intervention when the external AC power supply is resumed after complete power failure; even the backup batteries are fully discharged.

3.2.11 The proposed IP- PABX system shall be able to provide full detail call recording output for the following type of calls:

- Extension outgoing calls
- Incoming calls
- Extension to extension calls
- Incoming calls to operators.
- Lost calls at operators.
- Transfer/Transit calls.
- Unanswered calls.
- Feature activation calls.
- Calls with Password Protection.

3.2.12 The proposed IP- PABX system shall be placed in an environment of following ambient conditions.

- Ambient temperature : 16 - 40°C
- Relative humidity : 20 – 95 %

3.2.13 Bidder shall supply one lot of high-quality maintenance free sealed lead acid batteries for each main and sub units with battery racks for 12 hours power backup together with the proposed IP- PABX system. These batteries shall be connected to the IP- PABX charger. Bidder has the option of supplying the backup power in the form of Uninterruptible Power Supply (UPS) capable of providing backup power for 12 hours. Bidder shall submit battery or UPS data sheet together with the tender submission.

3.3 System Capacity

The summary of the proposed IP-PABX is given below.

	Required Capacity
Analogue trunk lines (CO lines)	16
30 channel SIP trunk	1
Analog Extensions	96
IP Extensions	230
IP Advance	30
PC-Based Operator console with headset	1
Hardware Operator console with headset	1

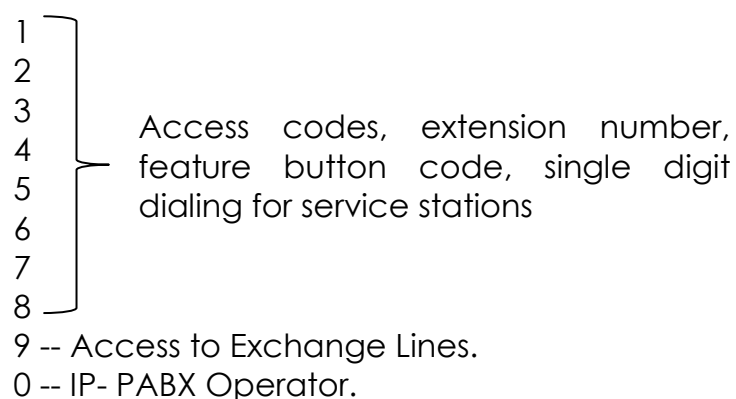
The system shall be able to be expanded in modular manner for future requirements.

3.4 Numbering Plan

3.4.1 The proposed IP- PABX system shall support variable numbering scheme where a combination of extension numbers from 1 digit to 6 digits are supported.

3.4.2 The proposed IP- PABX system shall have a flexible numbering plan. Both closed and open numbering plan shall be supported.

The numbering scheme shall be as follows:



3.5 Analog Telephone sets

3.5.1 Single Line Telephone set

The telephone instruments will either be of the Dual Tone Multi-Frequency (DTMF) pushbutton type or the dial type or a mixture of both. The IP- PABX equipment must thus be able to accept both types of telephone instruments.

3.5.2 Single Line Telephone set with display

The IP- PABX equipment must also be able to support internal extension and trunk line number display on analogue telephone set with display.

3.6 IP Telephones

The proposed IP phones shall be complied with the following technical specification and shall be able to integrate to the proposed IP PABX System.

3.6.1 Type I – Operator Console

Display	Min 5" Tilttable color touch screen LCD display with Backlight, 320 X 240 pixel resolution (min)
IP Assignment	Static and DHCP
Network Interfaces	2 Nos. RJ45 (10/100/1000 Mbps) autosensing ports with switch function for PC connectivity
Management	HTTP/Console/Telnet
VLAN Support	Shall be available
QoS Support	Shall be available
Bluetooth features	Shall be able to connect with Bluetooth headset and other devices,
Power	PoE (class 2) and External Power Supply shall be available
Security	Security features shall be available
Additional Features	• Shall be able to perform operator features as given in <i>clause 3.8</i> • Speaker phone shall be available • Volume adjustment shall be available • Personal Ring tones shall be able to select • Access control and security features shall be available • Full Duplex Hands free talking • Phone Directory • Call History Display • Extension accounts (min 10) • 3-way audio conference • Minimum 20 programmable line or feature keys • Dedicated fixed keys for Conference, Transfer, Hold/Resume, Directory Services, Navigation buttons and special operator features.

3.6.2 Type II – Advanced IP Phones

Display	Tilttable color LCD display with Backlight, 320 X 240-pixel resolution (min)
IP Assignment	Static and DHCP
Network Interfaces	2 Nos. RJ45 (10/100/1000 Mbps) autosensing ports with switch function for PC connectivity
Management	HTTP/Console/Telnet
VLAN Support	Shall be available
QoS Support	Shall be available
Bluetooth features	Shall be able to connect with Bluetooth headset and other devices,
Power	PoE (class 2) and External Power Supply shall be available
Security	Security features shall be available
Features	• Call Waiting, Call Transfer, Call Hold, Call Forward, Caller ID, Call Conference and other standard features. • Speaker phone shall be available • Volume adjustment shall be available • Personal Ring tones shall be able to select • Access control and security features shall be available • Full Duplex Hands free talking • Phone Directory • Call History Display • Minimum 6 programmable line or feature keys • Dedicated fixed keys for Conference, Transfer, Hold/Resume, Directory services and navigation buttons • 5-way audio conference

3.6.3 Type III – Basic IP Phones

Display	2 line monochrome display
IP Assignment	Static and DHCP
Network Interfaces	2 Nos. RJ45 (10/100/1000 Mbps) autosensing ports with switch function for PC connectivity
Management	HTTP/Console/Telnet
VLAN Support	Shall be available
QoS Support	Shall be available
Power	PoE (class 2) and External Power Supply shall be available
Security	Security features shall be available
Features	• Call Waiting, Call Transfer, Call Hold, Call Forward and other standard features. • Speaker phone shall be available • Volume adjustment shall be available • Access control and security features shall be available • Full Duplex Hands free talking

3.7 Extension Features

The features listed below are expected to be available in the IP- PABX system. However, if there are optional features, Bidder must indicate them accordingly and quote separately the cost of providing such optional features.

3.7.2 Extension Dialing

3.7.3 Exchange Access

3.7.4 Exchange Access with password

3.7.5 Operator Access

3.7.6 Enquiry/Hold

3.7.7 Call Transfer

3.7.8 Call Transfer Before Answer

3.7.9 Operator Recall

3.7.10 Executive/Secretary feature

3.7.11 Calling Number Display

3.7.12 'Calls For' Indication

- 3.7.13 **Call Waiting Display**
- 3.7.14 **Call Logging**
- 3.7.15 **Off-line Number Preparation**
- 3.7.16 **Microphone Mute**
- 3.7.17 **Call Forwarding**
- 3.7.18 **Call Forwarding – No Answer**
- 3.7.19 **Call Forwarding to Attendant**
- 3.7.20 **Follow-Me**
- 3.7.21 **Follow-Me by Operator**
- 3.7.22 **Follow-Me Protection**
- 3.7.23 **Group Follow-Me**
- 3.7.24 **Break-in Protection**
- 3.7.25 **Call Pick-up**
- 3.7.26 **Abbreviated Dialing**
- 3.7.27 **Last Number Redial**
- 3.7.28 **Hotline**
- 3.7.29 **Route Restriction**

Facility shall be provided such that by means of software changes any of the following classes of service can be allocated to the extension users.

- 3.7.29.1 **Category 1:** Will have full unrestricted access to IP- PABX operators, extensions and public exchange lines without trunk barring.
- 3.7.29.2 **Category 2:** Will have full unrestricted access to IP- PABX operators and extensions.
- 3.7.29.3 **Category 3:** Will be totally barred from making any calls (internal, external or operator). Only to be used for receiving calls.
- 3.7.30 **Music On Hold**
- 3.7.31 **Multi-Party Conference**
- 3.7.32 **Add on Conference**
- 3.7.33 **Call Camp-on**

- 3.7.34 **Call Park**
- 3.7.35 **Group Hunting**
- 3.7.36 **Password Locking**
- 3.7.37 **Timer Time-out for extensions**
- 3.7.38 **Desk Sharing**
- 3.7.39 **Twinning**
- 3.7.40 **Silent Monitoring**
- 3.7.41 **Do Not Disturb**

3.8 Operator Features

The proposed IP-PABX shall include Hardware Operator Console and it shall support PC based Operator Console also. Both types of operator consoles shall be able perform following operator features as minimum.

3.8.2 Call Routing

3.8.3 Night Service

- 3.8.3.1 This facility shall be provided to allow incoming exchange lines calls to be diverted to a predetermined extension or to a specified group of extensions when all the operators have disconnected their hand/headsets.
- 3.8.3.2 The system can automatically switch to night service if the operator consoles are in service without call handling for a predetermined length of time.
- 3.8.3.3 The operator shall also be able to change the class of service assigned to the extensions between the day mode and the night mode by dialing certain access code.

3.8.4 Speed Dial

3.8.5 Call Queuing

3.8.6 System Alarm Indication

3.8.7 Incoming call Identity

3.8.8 Busy Override on Extensions

- 3.8.9 **Busy Override On Trunk Lines**
- 3.8.10 **Busy Lamp Field**
- 3.8.11 **Calling Name Directory Dialing**

3.9 System Features

In addition to providing basic switching function features and facilities as mentioned in the above lists, the IP- PABX shall also incorporate the following facilities:

- 3.9.2 **Distinctive Ringing**
The offered system shall provide distinctive ringing for internal calls, external calls and auto call back calls.
- 3.9.3 **Special Dial Tone in case of Call Diversion**
- 3.9.4 **Direct Inward Dialing**
- 3.9.5 **Traffic Management**
- 3.9.6 **Feature Confirmation Tone**
- 3.9.7 **First Party Release**
- 3.9.8 **Flexible Numbering Scheme**
- 3.9.9 **Automatic Restart**
- 3.9.10 **Autonomous Blocking of Faulty Equipment**
- 3.9.11 **On Line Maintenance**
- 3.9.12 **Alarm Facilities**
- 3.9.13 **Howler Tone**
- 3.9.14 **Calling Name and Number Display**
- 3.9.15 **Cut-off Calls on Time-out**

3.10 System Administration and Maintenance

System administration and maintenance terminal shall be provided for the purchased capacity. This should be PC based system running user friendly, GUI based administration and maintenance software and the system shall meet the following requirements. In addition it shall be possible to monitor and perform administrative functions remotely from any point within the CPC local area network.

- 3.10.2 System management should automatically check the normal operation of the system through series of tests.
- 3.10.3 System shall have the provision of instant fault information.
- 3.10.4 System shall have the provision of automatically identifying and isolating faulty trunks. This should be done on daily basis automatically or invoked by System administrator and results output on Maintenance terminal.
- 3.10.5 The system shall maintain a history log of last 500 commands/ 30 days along with the log-in name and commands given.
- 3.10.6 The administration should be secured by way of password protection. It should be possible to have different layers of password.
- 3.10.7 The software, through real time monitoring should be able to provide the status of extension/group of extensions and trunks/trunk groups with respect to the IP PBX performance at any time on request basis through screen display.
- 3.10.8 The maintenance terminal should have Alarm indications. The system should also automatically report the alarm to the system administrator / designated attendant console/extensions.
- 3.10.9 Each sub system shall have LEDs on the front panel to indicate the system status.
- 3.10.10 The software should have built-in self-diagnostics/power on confidence test, and should constantly monitor the system performance and report/generate suitable alarms during any failures to indicate/localize the faults.
- 3.10.11 System shall be able to indicate line status of all connections along with nature of fault automatically.
- 3.10.12 Remote maintenance facility shall be included with the offered IP-PABX system to provide efficient and fast response to any service request.

3.11 Main Distribution Frame (MDF) for Analog Telephony Units

Each Analog Telephony unit of the proposed IP-PABX shall be equipped with a fully enclosed MDF. Full details of the MDF offered shall be supplied by the bidders.

3.11.2 The MDF shall have two separate rows (one for line side and one for equipment side) and each row shall be equipped to the installed capacity of the sub unit. However there shall be an additional space which is sufficient to expand the MDF capacity by 20% of its installed capacity.

3.11.3 The terminal block shall be 10 line disconnection type and of original KRONE LSA-PLUS IDC connector from Germany.

3.11.4 All Analog exchange lines shall be protected by multi stage hybrid type surge protectors and the cost shall be indicated in the price schedule separately. The surge protector offered shall meet the requirement given in clause 2.15.1.

3.12 Wireless Link for Remote Site

Bidder shall supply, install and commission a wireless link between Refinery and Housing Scheme to integrate the remote site consisting of 48 analog extensions to the main IP-PABX and the link shall be capable of handling 24 voice channels simultaneously without degrading the voice quality of the main network. The line of sight distance between two points is 1km. The proposed solution shall include surge protection at both ends and the cost shall be included in the link cost. Full details of the offered solution shall be supplied by the bidder along with the offer.

3.13 System Enclosures/Racks

Bidder shall supply necessary enclosures/Racks for main unit and all the Analog Telephony units and shall have necessary space for future expansion. Installation of the enclosures/Racks shall be within the bidder's scope. Cost of enclosures/Racks and accessories shall be indicated in the price schedule.

3.14 Surge Protection

3.14.2 Surge Protection for exchange lines

All Analog exchange lines shall be protected by multi stage hybrid type surge protectors of following specifications.

3.14.2.1 Each surge protector shall provide high speed energy protection for 10 exchange lines and shall be plugged on to the disconnecting type KRONE LSA-PLUS IDC connector.

3.14.2.2 Surge protector module shall be of multi stage hybrid design which shall self-resetting and shall be designed and tested as per the requirements of BS EN 62305 or IEEE C62.41.

3.14.3 Surge Protection for IP trunk lines

All IP trunk lines which are connected to the Analog Telephony Units shall be protected by surge protectors and the surge protector shall be designed and tested as per the requirements of BS EN 62305 or IEEE C62.41.

3.14.4 Surge Protection for power supply

All units shall be protected from surges originated from the power supply lines and the surge protector shall be designed and tested as per the requirements of BS EN 62305 or IEEE C62.41.

3.15 Power Supply

The available power supply is 230V, 50Hz.

3.16 Earthing

The equipment earthing shall be carried by the bidder and the cost of installation of the IP- PABXs equipment shall include the cost of the earthing.

3.17 Licenses

The proposed IP-PABX shall either be license free or one time license type. Any system which requires renewal of licenses annually will not be considered for the evaluation. Activation of any of the System, Operator or Extension features given in *clauses 3.8, 3.9 and 3.10* shall not incur any additional cost.

4 Installation

4.1 Bidder's Scope

Installation of all the IP-PABX system hardware including IP Phone deployment, sub system installation, MDF installation, internal cable termination of all the associated MDFs and equipment earthing shall be within the bidder's scope. System configuration, testing and commissioning shall be done by the bidder in coordination with the CPC staff.

4.2 CPC Scope

CPC shall undertake the line side cable termination of all the associated MDFs and shall provide single phase 230v, 50Hz power supply for all the systems. Further CPC is responsible for the IP configuration of the network parameters of the Local Area Network and all associated Ethernet cabling work.

5 Spares

Bidder shall provide a list of recommended set of spares for 5 years continuous operation of the proposed IP-PABX and the availability of the spares shall be guaranteed for a minimum of 10 years. A letter from the manufacturer guaranteeing the spares availability for 10 years shall be submitted along with the bid. Spares shall necessarily include the main/sub system hardware and MDF hardware including surge protection devices. The cost for the set of spares shall be indicated in the price schedule separately.

6 Training

Bidder shall provide a training on the monitoring, administration and configuration of the offered IP-PABX system and the functionalities to 2 CPC engineers at a designated Training Facility. Course material for the above (one copy each per participant) shall be provided. After the commissioning of the IP-PABX system, the successful bidder shall conduct training to the operators on the use of the operator console and a basic training to CPC maintenance staff at site. All relevant expenditure shall be indicated separately in the price schedule.

7 Documentation

- 7.1** Technical datasheets indicating specifications, system features, and all the technical data of the offered IP-PABX and associated hardware and software shall be sent along with the quotation for evaluation.
- 7.2** Three sets of manuals containing installation, system configuration, programming procedure and a list of spares of the offered IP-PABX shall be supplied along with the system delivery.

8 Warranty

The proposed IP-PABX System & associated hardware shall carry a 24-month comprehensive warranty & any item which is found to be defective during the warranty period shall be replaced or repaired immediately free of charge. Bidder shall submit a letter from the manufacturer stating that the 24-month warranty will be offered by the manufacturer. After the delivery of goods, CPC reserves the right to reject the goods & blacklist the bidder at any time if the goods are not delivered through the proper channel with a direct 24-month warranty form the manufacturer via the local authorized distributor & bidder. A letter of confirmation corresponding to the delivered goods should be provided by the principal to CPC.

9 Maintenance and Service facilities

Bidder shall have an authorization from the manufacturer for the system installation and to provide after sales services. Bidder shall have a fully equipped workshop and competent technical staff to carryout routine maintenance and 24 hour emergency services. Documentary proof for such facilities, resource personal and authorization documents shall be sent along with the quotation. Bidders without such facilities or proper authorization will not be considered for the evaluation.

10 Service and Maintenance Agreement

After the completion of the 24-month warranty period, the successful bidder shall enter into a comprehensive Service and Maintenance Agreement with CPC for the supplied IP-PABX system. The Agreement shall cover preventive maintenance, corrective maintenance, software updates/patches, and technical support services.

The Service Agreement shall include, but not be limited to, the following provisions:

- Duration – An initial period of 5 years from the date of completion of the warranty period renewable upon mutual agreement.
- Response Time – Maximum response time of 2 hours for fault attendance and 4 hours for fault rectification.
- Preventive Maintenance – Scheduled preventive maintenance visits at least quarterly with detailed service reports.
- Spare Parts & Replacements – Availability of genuine spare parts and prompt replacement of defective components.
- Software Support – Provision of firmware/software updates, security patches, and version upgrades as released by the OEM during the contract period.
- Support Coverage – Remote and on-site support shall be provided during 24x7.
- Service Charges – Clear breakdown of annual service charges, escalation terms (if any), and exclusions.
- Termination Clause – Either party may terminate the agreement with 6 months' prior written notice, subject to settlement of dues.

The bidder shall submit, along with the bid, a draft Service Agreement template clearly outlining scope, terms, and conditions.

11 Customer base and past service records

Bidder shall have carried out minimum of 03 nos. successful installations of similar magnitude or higher (of the same brand offered) within last 5 years. Bidder shall provide necessary documentary proofs along with customer feedbacks. Further, bidder shall provide a company profile along with the offer.

Bid Submission Form

NCB No.: **4574T**

Date:

To: **Ceylon Petroleum Corporation**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Conditions of Contract the following Goods and Related Services *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid without VAT / FOB, including any discounts offered is: *[insert the total bid price in words and figures];*
- (d) The total price of our Bid including VAT / CIF, and any discounts offered is: *[insert the total bid price in words and figures];*
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 1.6. (a), from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 1.5, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with Conditions Of Contract for the due performance of the Contract; (if applicable)
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 1.1.b.;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract (if any) is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

SCHEDULE OF PRICES
SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF IP-PABX SYSTEM

<i>Item No.</i>	<i>Qty.</i>	<i>Unit</i>	<i>Description</i>	<i>Price - SLR (Without taxes)</i>
01.	01	No.	IP-PABX System	
02.	01	Set	Recommended Set of Spares	
03.			Installation, Testing & Commissioning	
04.			Training for CPC Staff	

		<i>Amount (Rs.)</i>
<i>Less Discount, if any</i>		
<i>Total Price - Without Taxes</i>		
<i>Any Other Tax - If applicable</i>		
<i>VAT – If applicable</i>		
<i>Total Contract Price</i>	<i>In numerical</i>	
	<i>In words</i>	

Warranty Period Offered:	
---------------------------------	--

Offer Validity

Name of Manufacturer

Country of Manufacturing

Port of Shipment

Delivery Period

Name & Address of the Company

.....

Items offered are brand new & in good condition

.....
Date

.....
Signature of Bidder

.....
Company Stamp

FORMAT OF 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]

NCB Reference No......

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 Invitations for
 Bids No. [insert IFG 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 of 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 obligations(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)]

Bid-Securing Declaration

Date:

Name of contract: ***Purchase of IP-PABX System***
 Invitation for Bid No.: ***NCB 4574T***

To: ***The Chairman, DPC***
Ceylon Petroleum Corporation, Refinery Division,
Sapugaskanda, Kelaniya, Sri Lanka

We, the undersigned, declare that:

1. We understand that, according to Instructions to Bidders (hereinafter “ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by Ceylon Petroleum Corporation, for the period of time of two years starting on the latest date set for closing of bids of this bid, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the ITB of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a joint venture (JV), the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the Letter of Intent.

.....
 Signed [insert signature(s) of authorized representative]

In the Capacity of [insert title]

Name [insert printed or typed name]

Duly authorized to sign the bid for and on behalf of [insert authorizing entity]
 Dated on

.....
Company Stamp

Format of Manufacturer’s Authorization

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

Tender No.:

To: Chairman – Department Procurement Committee

WHEREAS

We*[insert complete name of Manufacturer]*,
 who are official manufacturers of*[insert type of goods manufactured]*,
 having factories at*[insert full address of Manufacturer’s factories]*,
 do hereby authorize*[insert complete name of Bidder]* to submit a bid the purpose of which is to provide all the following
 Goods, manufactured by us
[Insert name and or brief description of the Goods], and to subsequently negotiate and sign the
 Contract.

We hereby confirm all goods offered are manufactured by us & are in good condition & conforming to the specifications exactly as mentioned in **Scope of Supply, Technical Specifications & Other Conditions**. (Any deviation to be clearly indicated below)

.....
Signature of authorized representative of the Manufacturer

Company Address:

.....

Company Stamp

Title:

Duly authorized to sign this Authorization on behalf of: *[insert complete name of manufacturer]*

Date :

ABBREVIATIONS

DPC	-	Department Procurement Committee
CPC	-	Ceylon Petroleum Corporation
ASTM	-	American Standards of Testing Material
FOB	-	Free on Board
C&F	-	Cost and Freight
CIF	-	Cost, Insurance & Freight
L/C	-	Letter of Credit
ICLP	-	Institute for the Development of Commercial Law & Practice
PAL	-	Port and Airport Development Levy
VAT	-	Value Added Tax
NBT	-	Nation Building Tax
SRL	-	Social Responsibility Levy

FORMAT OF PERFORMANCE GUARANTEE

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

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

Tender Reference No. :

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,20.....[insert date, 21 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.

.....
[Signature(s)]

COMPLIANCE / DEVIATIONS SHEET

Please mark "✓" if complied with the tender requirement or mark "X" if there is any deviation and indicate the deviation in the cage provided.

	Specification / Condition	Complied	Deviations if any
1.	Document Fee & Bid Security Guarantee submitted for each Principal Bidder		
2.	Bid Submission From & Bid-Securing Declaration per Clause No. 1.12 Given		
3.	Item cost, Taxes (separately) Given		
4.	Offer Validity		
5.	Schedule of Prices (Annex "B") Duly Filled Stamped, Signed & Forwarded		
6.	Agreed with Payment Terms & Other Requirements		
7.	Agreed with Shipment & Delivery conditions per Clause No. 2.3 (a), (b) & (c)		
8.	Letter of Authorization/s per Clause No. 1.10		
9.	Format of Manufacturer's Authorization per Annex 'E'		
10.	Specifications & Other Conditions as Section 3		
11.	Agreed with Delivery Period per Clause No 2.5		
12.	Literature / Catalogues & Other Technical Data Given		
13.	Name of the Manufacturer given		
14.	Country of Origin, Port of Shipment & the HS Code/s Given		
15.	Name & Address of Local Agent (if any) & Agency Commission Given		
16.	Compliance with Performance Guarantee per Clause No. 2.1		
17.	If Relevant, VAT Registration No. Given		
18.	Deviations from Specifications, terms & conditions, if any, indicated		
19.	Documentary proof for recent supplies made to customers in similar magnitude Given		
20.	Copy of Business registration & Public Contract registration per Clause 1.11		
21.	Complete list of spares with their current prices given		
22.	Warranty & Other Conditions		
23.	Other Deviation, if any		

.....
Company Stamp

.....
Signature of the Bidder

INVITATION FOR NATIONAL COMPETITIVE BIDS

CEYLON PETROLEUM CORPORATION
(REFINERY DIVISION)

NCB 4574T

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF
IP-PABX SYSTEM

The Chairman, Department Procurement Committee, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka will receive sealed Bids from local suppliers for the Supply, Installation, Testing & Commissioning of above mentioned items conforming to the Terms & Conditions given under the Bidding Document.

Any Bidder submitting a bid, shall pay a nonrefundable document fee of Rs. 3,500.00 on a request letter to the Cashier, 5th Floor, CPC Head Office, No. 609, Dr. Danister de Silva Mawatha, Colombo – 09 or to the Cashier, Refinery Division, Sapugaskanda, Kelaniya before 1500 hours on any working day up to 24-November-2025 & also payments can be made in cash to the Ceylon Petroleum Corporation's People's Bank Account No. 004100110208633 referring tender number & bidders name in short.

Bidding document, which comprises the conditions of the Tender and the specification is available on websites www.ceypetco.gov.lk & www.dgmarket.com.

Alternatively, Bidding documents could also be obtained from the under mentioned.

Bids will be received by the Chairman, Department Procurement Committee until 1430 hours on 26-November-2025 and will be opened immediately thereafter at the Refinery Conference Room.

MANAGER (MATERIALS)
CEYLON PETROLEUM CORPORATION
REFINERY DIVISION,
SAPUGASKANDA, KELANIYA

Tel.: 0094-11-2400110

Email: ref.materials@ceypetco.gov.lk

දේශීය තරගකාරී මිල ගණන් කැඳවීම

ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව (පිරිපහදු කාර්යාංශය)

NCB - 4574T

IP-PABX පද්ධතියක් (IP-PABX SYSTEM) සැපයීම, සවිකිරීම, පරීක්ෂා කිරීම සහ ක්‍රියාත්මක කර භාර දීම

ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව, පිරිපහදු කාර්යාංශය, සපුරාස්කන්ද, කැළණිය, ශ්‍රී ලංකාව හි දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවෙහි සභාපති විසින් දේශීය සැපයුම් කරුවන්ගෙන් මිල ගණන් කැඳවීමේ පත්‍රයේ සඳහන් පිරිවිතර හා කොන්දේසි වලට අනුකූල වූ ඉහත සඳහන් දෑ සැපයීම, සවිකිරීම, පරීක්ෂා කිරීම සහ ක්‍රියාත්මක කර භාර දීම සඳහා මුද්‍රා තබන ලද මිල ගණන් කැඳවනු ලැබේ.

කිසියම් ලන්සු තබන්නෙකු, මිල ගණන් ඉදිරිපත් කරන්නේ නම්, අයදුම්පත් සඳහා ආපසු නොගෙවන රු. 3,500.00 ක මුදලක් 2025-නොවැම්බර්-24 දින 1500 වන පැය දක්වා කාර්යාල දිනවලදී අංක 609, වෛද්‍ය ඩැනියිස්ටර් ද සිල්වා මාවත, කොළඹ 09, ස්ථානයෙහි පිහිටි ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවෙහි ප්‍රධාන කාර්යාලයෙහි 05 වන මහලෙහි මුදල් අයකැමිට හෝ පිරිපහදු කාර්යාංශය, සපුරාස්කන්ද, කැළණියෙහි මුදල් අයකැමිට ලිපියක් ඉදිරිපත්කිරීමෙන් මුදලක් කල යුතු අතර සියළු ගෙවීම් ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවේ 004100110208633 දරණ මහජන බැංකුවේ ගිණුම හරහා ටෙන්ඩර් අංකය සහ ලන්සුකරුගේ නම කෙටියෙන් සඳහන් කරමින් මුදලක් කල හැකිය.

මිල ගණන් කැඳවීමේ පත්‍රයේ කොන්දේසි සහ පිරිවිතර www.ceypetco.gov.lk සහ www.dgmarket.com යන වෙබ් අඩවියන්හි අන්තර්ගත වේ.

තවද ටෙන්ඩර් පත්‍ර පහත සඳහන් අයගෙන්ද ලබා ගත හැකිය.

මිල ගණන්, දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවේ සභාපති විසින් 2025-නොවැම්බර්-26 දින 1430 පැය දක්වා බාරගන්නා අතර එම මොහොතේම පිරිපහදු සම්මන්ත්‍රණ ශාලාවේදී විවෘත කරනු ලැබේ.

කළමනාකාර (ද්‍රව්‍ය)
ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව
පිරිපහදු කාර්යාංශය,
සපුරාස්කන්ද, කැළණිය

දු.ක. 011 2 400 110
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