MINISTRY OF ENERGY

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

INVITATION TO BIDS FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CEYLON PETROLEUM CORPORATION FOR THE YEAR 2026/2027

B/56/2025

CHAIRMAN

DEPARTMENTAL PROCUREMENT COMMITTEE

CEYLON PETROLEUM CORPORATION

PROCUREMENT & STORES FUNCTION

1st FLOOR, NO. 609, DR. DANISTER DE SILVA MAWATHA

COLOMBO 09.

INVITATION FOR BIDS
CEYLON PETROLEUM CORPORATION
BIDS FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CEYLON PETROLEUM CORPORATION
FOR THE YEAR 2026/2027
B/56/2025

The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation, Colombo 09 hereby invites sealed bids from eligible, reputed Insurance Service Providers who are registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL) and their agents/ brokers for the Provision of Insurance Covers for following Properties of Ceylon Petroleum Corporation for the year 2026/2027.

- SPBM, Marine hoses & Other Properties at Colombo Port , Equipment and Spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo port & Lanka 01 boat.
- Properties of Head Office at Dematagoda (Building, Fixtures & Fittings).
- Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela.
- Agro chemicals at Kolonnawa & Agro sales center at Kandy.
- Housing Scheme of Refinery at Batalanda.
- Area Offices & Circuit Bungalows and others.
- JCT Oil Bank at Blumandhal.

Bidding Document can be inspected from the website http://ceypetco.gov.lk/public-tenders/ and obtained between 0900 hrs. to 1500 hrs. up to 26.11.2025 from the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 on a written request. A payment of non-refundable fee of LKR 25,000.00 (inclusive of taxes) per bid should be paid to the CPC Cashier at Head Office or to the Account No. 004100110208633 of Ceylon Petroleum Corporation of People's Bank (Head Office) and the receipt should be submitted along with the Bid.

The Bid will be closed at **1400 hrs. on 27.11.2025** & opened at the office of Mnager (Procurement & Stores), Ceylon Petroleum Corporation, at the address given below, immediately after closing time of the Bid. Bidders or their authorized representatives may present at the opening of the bid. As per the Public Contract Act No. 3, of 1987 for every pubic contract exceeding LKR. 5 Million, the prospective bidders shall be registered in the Department of Registrar of Companies through https://eroc.drc.gov.lk/ website and Public Contract Act (PCA) 3 certificate shall be submitted along with the bid. Bids may be sent by post under registered cover or deposited in the Tender Box kept in the office of Manager (Procurement & Stores) in the address given below.

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Procurement & Stores Function,
01st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Tele : 011-7296333
Email - supplies@ceypetco.gov.lk

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1. INSTRUCTIONS TO BIDDERS

1.1 Introduction

1.1.1 The Chairman, Departmental Procurement Committee (DPC), invites sealed bids to provide Insurance Covers to Ceylon Petroleum Corporation (CPC) for a period of One Year, commencing from 14.01.2026 for following Properties of Ceylon Petroleum Corporation as per General Terms and Conditions and price schedules given in Group A – E in Section 3 of this document.

- SPBM, Marine hoses & Other Properties at Colombo Port , Equipment and Spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo port & Lanka 01 boat.
- Properties of Head Office at Dematagoda (Building, Fixtures & Fittings).
- Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela.
- Agro chemicals at Kolonnawa & Agro sales center at Kandy.
- Housing Scheme of Refinery at Batalanda.
- Area Offices & Circuit Bungalows and others.
- JCT Oil Bank at Blumandhal.

1.1.2 Bidders can submit their bids for Insurance Covers to all the groups i.e. Group A – E or any one or more groups separately based on the eligibility criteria given in Clauses 1.2. When quoting for a particular group, bidder's shall quote for all the insurance covers mentioned under that Group.

1.2 Eligibility criteria

1.2.1 Be a valid registered entity at Insurance Regulatory Commission of Sri Lanka (IRCSL).

1.2.2 Be an established insurance Company in active operations within Sri Lanka for at least last five years.

1.2.3 Should have Gross written premium on insurance income not less than LKR Two (02) billion during at least one of the last three (03) financial year i.e. 2024 or 2023 or 2022 and the company has not been suspended/liceance cancelled during last three years.

1.2.4 Should have experience in handling at least one insurance contract of similar scale

a. Group A : a minimum insurance premium of LKR 40.0 million on similar contract (in value & category) during the last 03 years of operations in Sri Lanka.

b. Group B - E : a minimum insurance premium of LKR 1 million similar contract (in value & category) during the last 03 years of operations in Sri Lanka.

1.3 Scope of Insurance Covers

1.3.1 To cover the loss or damage to be incurred of the insured arising out of risks specified under following policies.

Bid Form No.	Description of Covers required	Sum Insured (LKR)	DEDUCTIBLES (Per Incident)
Group – A			
A - 1	Offshore Property (SPBM, Marine hoses & Other Properties at Colombo Port)	9,011,375,069	1. Off-shore permanent structured property (Buoy, anchoring system, pipelines) - LKR 10,000,000 2. SPBM Ancillary equipment - (Floating Hoses & Under buoy Hoses, Mooring Hawser, Hawser pick up buoy, valves, Snubbing chains, Floats etc.,) Deductibles LKR 750,000 per incident 3. Consumables - (Ropes and other consumables, etc.) Deductibles LKR 100,000 per incident 4. Electronic equipment – 5% of value per individual item 5. Product (Fuel) in transit (Pipeline/SPBM) - 5% 6. Equipment valued less than LKR 300,000 - 5% 7. Total loss / Constructive total loss – Nil 8. War, SRCC, malicious damage, vandalism – Nil 9. General Average, Salvage, salvage charges, sue and labour - Nil
A - 2	Equipment and spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo Port	384,661,413	1. SRCC & TR Claim - Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 50,000 on each & every loss
Group – B			
B - 1	Properties of Head Office at Dematagoda (Building, Fixtures & Fittings).	4,334,054,000	1. SRCC & TR Claim - Riot & Strike 10%, Terrorism 10% 2. All other claims: 5% loss with a minimum of LKR100,000 and a maximum of LKR 250,000

B - 2	Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela.	204,900,000	1. Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 5,000 on each & every loss
<u>Group – C</u>			
C - 1	Lanka – 01boat used for SPBM Security	3,510,140	1. Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 5,000 on each & every loss
<u>Group – D</u>			
D - 1	Housing Schemes of Refinery at Batalanda	24,425,000	1. Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 5,000 on each & every loss
D - 2	Agro Chemical Plant/Stock at Kolonnawa and Agro chemical sales center at Kandy	343,900,000	1. Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 5,000 on each & every loss
D - 3	Area Offices & Circuit Bungalows and others	307,377,481	1. Riot & Strike 10%, Terrorism 10% 2. All other claims: LKR 5,000 on each & every loss
<u>Group - E</u>			
E - 1	Bunker fuel at JCT oil bank Bluemandhal (Maximum value at any given instance)	1,035,000,000	Each & Every loss - Nil
Grand Total of Sum Insured		**15,649,203,103**	

1.4 Invitation to Bids

1.4.1 Bidding Document can be inspected from the website http://ceypetco.gov.lk/public-tenders/ and obtained between **0900 hrs. to 1500 hrs. up to 26.11.2025** from the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 on a written request. A payment of non-refundable fee of LKR 25,000.00 (inclusive of taxes) per bid should be paid to the CPC Cashier at head office or to the Account No. 004100110208633 of Ceylon Petroleum Corporation of People's Bank (Head Office) and the receipt should be submitted along with the Bid.

1.4.2 The Bidding document will consist of the followings:

i. Instruction to bidders (ITB)
ii. General Terms & Conditions of the Bid
iii. The Insurance Covers Required Group "A" – "E"
iv. Insurance Cover Bid Forms Group "A" – "E"
v. Form of Bid, Annexure "A"
vi. Form of Bid Security, Annexure "B"
vii. Form of Performance Security, Annexure "C"
viii. Form of Compliance / Deviation Sheet, Annexure "D"
ix. Schedule of Policy Reinsurance Arrangements and proposed re-Insuring details, Annexure "E".
x. Company Profile, Annexure "F"
xi. Format of Contract Agreement Annexure "G"
xii. Form of Letter of Authorization, Annexure "H"
xiii. Bid Security Check List, Annexure "I"

1.4.3 Bidders may carry out all the preliminary studies including Risk Assessment Surveys, etc. in order to submit a comprehensive, detail Bid. Any cost incurred in reference to all these preliminary studies shall be borne by the Bidder and CPC will make all the corporate arrangements in this regard.

1.5 Documents to accompany with the Bid

1.5.1 The following documents shall be accompanied with the Bid.

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

a) Annexure A - Original of the Form of Bid, duly completed, signed, dated and sealed

b) Annexure B - Bid Security Guarantee issued by Licensed Commercial Bank operating in Sri Lanka

c) Annexure D - Form of Compliance / Deviation Sheet, duly completed and signed to indicate clearly the Compliance or Deviations with the Terms & conditions stipulated in the bidding document.

d) Annexure E - Schedule of Policy Reinsurance Arrangements and Reinsuring details, duly filled, signed, dated and sealed as per the clause Nos. 2.6.5 & 2.6.7.

e) Annexure F - Schedule of Specimen for Company Profile of insurers and Statement duly filled, signed, dated and sealed.

f) Annexure H - If agent/broker is the bidder

g) Annexure I - Bid Security Check List,

h) Original of the General Terms and Conditions of the Bid with each page duly signed and dated by insurers and or agent/broker.

i) The Insurance Cover Bid Forms Group A to E for each and every Insurance Policy, duly filled, signed, dated and sealed by insurers and or agent/broker.

j) Confirmation/Declaration letter from the reinsurance Company or reinsurance broker in their letterhead or acceptable letter of insurance company duly stamped & signed by reinsurer or reinsurance broker as per the Clause 2.6.4.

If the Bidder/Insurer has obtained coinsurance arrangement with or support from another Sri Lankan insurer registered with the IRCSL in respect of any risk for which the Bidder is submitting bids, a letter from such coinsurance partner on their letterhead must be submitted depicting the share underwritten/accepted by such coinsurance partner.

k) Documentary proof should be submitted from a recognized International Rating Agency that there is minimum credit rating of BBB or higher as per the Clause 2.6.5.

l) Letter confirming that the bidder's company has complied with the requirement of Insurance Regulatory Commission of Sri Lanka as per the Clause 2.6.6.

m) Certified copy of Memorandum and Articles of Association of the Insurer.

n) Certified copy of Certificate of Incorporation or Business Registration.

o) A copy of the valid certificate of Public Contract Act (PCA 03) issued by the Registrar of Companies if bid value is over LKR 5 Million.

p) A copy of the payment receipt of non-refundable fee.

q) Draft Insurance Policies (Clause 2.5.1)

r) Certified copy of the Registration under the Insurance Regulatory Commission of Sri Lanka (IRCSL).

s) Audited Financial Statements of the bidder for the past three consecutive years (i.e. Years 2022,2023 & 2024)

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

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

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

b) All documents relevant to the insurance companies (insurers)/reinsurer(s)/coinsurer(s) & other institutions as specified under 1.5.1 relevant & specific to the bid

1.5.3 Additional Requirements to be fulfilled by the Insurance broker

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

a) Brokers should bid only on behalf of insurance companies registered with IRCSL which meets with the criteria mentioned in the bid document and such insurers shall issue all the insurance policies as requested in Clause 3. It is also a condition that, the bid should be in a manner it enables CPC to deal & enter into contract direct with the insurer.

b) Be a valid registered insurance broker at Insurance Regulatory Commission of Sri Lanka (IRCSL)

c) Be an established Insurance Broker in active operations within Sri Lanka for at least last five years and has not been suspended/license cancelled during last five years

d) Registered name of the Insurance Broker:

e) Registered Office Address of the Insurance Broker:

f) Business Registration of the Insurance Broker:

g) Date of incorporation and number of years of experience of the Insurance Broker:

h) Name of the Principal Officer and the names of the Board of Directors of the Insurance Broker:

i) Details of number of technical staff handling underwriting and claims of the Insurance Broker

j) Details of Life and Non-Life gross written premium of the Insurance Broker for the past three (3) years; i.e. 2022, 2023 and 2024.

k) Following documents of the Insurance Broker should be attached to the bid document

   i. Certified copy of the Certificate of Incorporation
   ii. True copy of the Renewal of Broker license issued by the Insurance Regulatory Commission of Sri Lanka for the year 2025/26
   iii. True copy of the Audited Financials for the past f three (3) years; i.e., 2022, 2023 and 2024
   iv. True copy of the Professional Indemnity Insurance Policy schedule(s)
   v. Proofs on experience of the insurance broker on handling similar type of business
   vi. Proofs on the relationship with and number of years' experience with the reinsurers and/or reinsurance brokers participating on the risks/insurances to which this bid relates to.

1.6 Sealing & Marking of the Bid

1.6.1 Bids shall be submitted in duplicates as per the conditions specified in this bidding document. The original and the duplicate of the bid should be placed in separate envelopes marked "ORIGINAL" and "DUPLICATE". Both envelopes should be enclosed in one securely sealed cover, which should be marked "BID FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CPC FOR THE YEAR 2026/2027" on the top left hand corner and the statement, "DO NOT OPEN BEFORE **1400 hrs. on 27.11.2025** and shall be addressed to:

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Procurement & Stores Function,
01st Floor, No. 609, Dr. Danister De Silva Mawatha
Colombo 09.
Tele : 011-7296333
Email - supplies@ceypetco.gov.lk

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

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

1.7 Period of Validity of the Bid

1.7.1 The Bid shall be valid for a minimum period of Ninety One (91) days (i.e. up to 25.02.2026) from the closing date of the Bid. The bidder should indicate the maximum period that their Bids would be valid which should not be less than 91 days.

1.8 Bid Security Guarantee

1.8.1 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 Licensed Commercial Bank in Sri Lanka, with the limit of indemnity as depicted in 1.8.6 and in lieu of a bank guarantee, a bid security deposit in cash can be made to the CPC cashier in the amounts of indemnity as depicted in 1.8.6 before 1400 hrs. on. 27.11.2025. A copy of the payment receipt should be attached to the bid in such case.

1.8.2 Either a single Bid Security Guaranty or separate guarantees can be submitted for the quoted Group/s. A form of Bid Security Guarantee is attached Annexure - B.

1.8.3 The Bid Security Guarantee should be valid for One Hundred & Nineteen (119) days (i.e. up to 25.03.2026) from the date of closing of Bid. A format of Bid Security Guarantee is attached in Annexure - 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.

1.8.4 Bid Security Guarantees of unsuccessful Bidders will be returned to the unsuccessful Bidder after the award has been made.

1.8.5 If alternative offers are submitted, separate Bid Security Guarantees should be submitted for each offer.

1.8.6 The Bid Security Guarantee amounts shall be as detailed below for each group of policies.

Catagory	LKR
Group A- E	1,400,000.00
Group - A	1,000,000.00
Group - B	250,000.00
Group - C	5,000.00
Group - D	100,000.00
Group - E	45,000.00

1.9 Format and Signing of the Bid

1.9.1 The bidder shall prepare an original and a duplicate of the Bid specified above, clearly marked as “BID FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CPC FOR THE YEAR 2026/2027” original and duplicate as appropriate. In the event of any discrepancy between the original and duplicate, the original shall govern.

1.9.2 The original and the duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the bidder, or person(s) duly authorized to bind the bidder to the contract. All pages of the Bid except for un-amended printed matter shall be initialed by the person(s) signing the Bid.

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

1.10 Clarification of Bidding Document

1.10.1 Any clarifications (if any) can be obtained through e-mail supplies@ceypetco.gov.lk. Further a pre-bid meeting will be held with the Bidders or their authorized representative(s) to clarify any matters relating to the document at 1000 hrs. on 17.11.2025 at the office of the Manager

(Procurement & Stores) at the Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09.

1.10.2 No clarifications will be entertained after the date of pre-bid meeting mentioned above.

1.10.3 Responses of CPC to clarifications requested by bidders will be shared with all those who have obtained bidding document.

1.11 Deadline for submission of Bids

1.11.1 Chairman, DPC, must receive bids at the address specified under ITB Clause 1.6 not later than the time and date stipulated in clause 1.14.

1.11.2 Chairman, DPC, may at the discretion, extend the deadline for submission of Bids, by amending the bidding documents, in which case all rights and obligations of CPC and the Bidder will thereafter be subjected to the deadline as extended.

1.12 Late Bids

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

1.13 Modification & Withdrawal of the Bid

1.13.1 The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the Chairman, DPC, prior to the closing time prescribed for Bid Submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched to the address as stated in Clause 1.13.3.

1.13.2 Bidder 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 INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CPC FOR THE YEAR 2026/2027". The envelopes shall be sealed in an outer envelope, duly marked "BID MODIFICATIONS".

1.13.3 Bidder wishing to withdraw his Bid, shall notify the DPC in writing prior to the deadline prescribed for the submission of the Bid. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand to reach the CPC not later than the deadline for submission of Bid. The notice of withdrawal bearing the name of the Bidder and the words "BID WITHDRAWAL NOTICE" shall be addressed to :-

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

Bid withdrawal notices received after the deadline for submission of Bids will be ignored.

1.14 Closing of Bid

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

Chairman,
Departmental Procurement Committee,

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

not later than 1400 hrs. Sri Lanka local time on 27.11.2025. If the Bidder or their representatives choose not to send their bids under registered Cover, they could deposit such bids in the Tender Box provided for this purpose at the office of the above address.

1.15 Opening of Bids

1.15.1 The Bids will be opened immediately after the closing date and time fixed for receipt of bids, at the office of above address or such other place as arranged if the office of the Manager (Procurement & Stores) is not available.

1.15.2 The Chairman, DPC or his nominated representative will open the Bid in the presence of the representatives the Bidder, who choose to attend the bid opening at the time, the date and at the opening place specified in the Invitation to Bid. Representatives of Bidders shall sign a register as proof of their attendance.

1.15.3 The Bid prices, discounts, and bidders' names, the presence or absence of the requisite Bid Security, will be announced at the opening. Late bids will not be entertained and will be returned unopened to the bidder.

1.16 Insurance Cover Bid Forms

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

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

1.17 Preliminary Examination of Bids

1.17.1 The DPC will examine the bids to determine whether they are complete, any arithmetical errors have been made, whether the documents have been properly signed, and the bids are generally in order. The DPC may, at its discretion call clarifications from Bidder in writing.

1.17.2 The response shall be in writing within three (03) days from the clarifications notice of the DPC and no change in the price or substance of the Bid shall be permitted.

1.18 Correction of Errors

1.18.1 The Bid determined to be substantially responsive will be checked for any arithmetical error and errors will be corrected in the following manner.

1.18.1.1. Where the discrepancy is between the amount in figures and the amount in words, the amount in words will prevail.

1.18.1.2. Where the discrepancy is between unit rate and the line total, resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Chairman, DPC, there is an obvious gross misplacement of the decimal point in the rate in which case the line item total as quoted will govern, and the unit rate will be corrected.

1.18.1.3. The amount stated in the Form of Bid adjusted in accordance with the above procedure with the concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the correct amount of bid, the bid shall be rejected.

1.19 Evaluation Criteria

1.19.1 The DPC will carry out a detailed evaluation of the bids group wise, based on the following;

(a) Whether the eligiblity criteria and technical aspects related to insurance are properly addressed, and the Bids are substantially responsive.

(b) Financial position of the insurance provider (Annexure F and refer Eligibility criteria).

(c) Bids will be evaluated separately (Group wise) to determine the most cost-effective option, considering the adherence to specified deductible limits in the bidding document of CPC including premiums and also the impact of the deductible limits quoted by the bidders on total cost.

(d) Bid for the insurance cover must be 100% supported/accepted either by insurer's own insurance, coinsurance and/or reinsurance arrangements as the case may be. Any bids for which 100% is not supported/accepted by way of documentary proof as required under Clauses 2.6.4, 2.6.5, 2.6.6, and 2.6.7 will be rejected.

Failure to provide such confirmation shall make the bid null and void.

1.20 Right to accept or reject any or all Bids

1.20.1 The Departmental Procurement Committee (DPC) will not be bound to accept the bidder who has submitted the lowest bid. The lowest evaluated substantially responsive bids will be accepted based on the result of the evaluation carried out in accordance with the Evaluation Criteria mentioned in Clause 1.19.

1.20.2 The DPC reserves the right to split the award among several bidders or to award to one bidder or to reject any or all bids without assigning any reason. In the event the DPC rejects all Bid submitted, the DPC reserves the right to call for fresh Bids.

1.21 Award of Contract

1.21.1 Award Criteria

Subject to sub Clause 1.19, the CPC will award the Contract of Insurance to the Bidder whose Bid has been determined to be substantially responsive to the bidding document and who has offered the lowest evaluated Bid price or who has offered the optimal insurance coverage as required by this bidding document at the most competitive/best prices as determined by the DPC.

1.21.2 Notification of Award and enter into a formal Contract

a. On a Bid or any group thereof being accepted, CPC will notify such acceptance to the Bidder and/or insurer in the form of a 'Letter of Award' to the address given by the Bidder whose bid or group thereof has been accepted.

b. Upon such notification the successful Bidder/Insurer (as the case may be) shall be deemed to have entered into contract with the CPC in the performance of the services for which the bid was accepted, on the basis of the bid and the Bidder shall there upon be deemed to be the Contractor for the performance of the intended services.

c. Contract Agreement - The successful bidder would be called upon to enter into an agreement with CPC after awarding the Tender. The contract agreement shall be signed within seven (07) days from the date of Letter of Acceptance. A specimen of Contract Agreement is attached in Annexure “G”. In case, the successful bidder DPC accepts the bid of registered agent/broker as per the evaluation criteria in the ITB 1.19, the contract agreement shall be signed by registered Insurance Company.

d. If there is a change in the Bidder’s address, the Bidder shall forthwith notify the Manager (Procurement & Stores), Ceylon Petroleum Corporation, Procurement & Stores Function, 01st Floor, No 609, Dr. Danister De Silva Mw. Colombo 09 of such change.

1.21.3 If the successful Contractor fails to enter into a formal contract with CPC within seven (7) days of notice as indicated above, the Contractor’s name will be placed on the list of defaulting contractors and the CPC shall forthwith be entitled, in its absolute discretion, to make with such other party as it may think fit (whether with another bidder or not) at the risk and expense of the Contractor. The arrangements required for the execution of the Contract for which the successful Contractor’s Bid shall have been accepted and shall be further entitled to recover from the successful Contractor all losses, costs, damages and expenses which the CPC may sustain in consequence of such failure. The bidder shall be liable for forfeiture of the Bid Security furnished by them along with the bid at the time of bidding.

Note : In case of failure to complete the tender process in order to select the new service provider before expiry of the existing contract, existing service provider shall extend the existing contract by two months period and the premium for the additional period will be calculated at pro rata basis on original premium.

1.22 Communications

All communications by the DPC and/or CPC shall be with the Bidder’s / Insurer’s Head Office/ Registered Office. The DPC and/or CPC shall not communicate with any branch office and/or branch personnel of the Bidder/Insurer.

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
Procurement & Stores Function,
01st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Tele: 011-7296333
Email - supplies@ceypetco.gov.lk

2. GENERAL TERMS AND CONDITIONS OF THE BID

2.1 Definitions and Interpretations

2.1.1	Insured	-	Ceylon Petroleum Corporation
2.1.2	Accident	-	An unforeseen or untoward event or occurrence which is not expected from the standpoint of its victim. The main purposes of the word appears to be the desire to safeguard insurers from losses lacking a fortuitous element or an event or occurrence deliberately engineered by the insured, which are clearly not intended to be covered.
2.1.3	Bodily injury/or	-	Disablement or total disablement/Death, arising out of the accident.
2.1.4	Contract	-	Means the Instructions to the Bidders, General Terms and Conditions of the Bid, Insurance Cover Bid forms, Form of Bid, Premium, No Claim Bonus (if any), Bid Security, Letter of Acceptance, Agreement, letter of award.
2.1.5	Insurance Covers	-	All Real and Personal Property of every kind and description including Tankage Facilities, the Insured's own or held by them in trust or on commission or on joint account with others, or for which they are responsible in the event of loss, destruction or damage by Fire or any other Perils Insured.

2.2 Special Conditions:

2.2.1 There are no known or reported losses or incidents likely to result in a claim except what has been already informed to the Insurer.

2.2.2 Policy loss limit as indicated in each cover.

2.2.3 Business Interruptions and Machinery Breakdown covers are excluded.

2.2.4 The Successful Insurer should agree to indemnify the insured any loss included against the risks covered as stipulated in the insurance policies.

2.2.5 The Insurance cover to be executed between the CPC and the successful Bidder shall be as per the cover agreed upon by the CPC.

2.2.6 CPC reserves the right to terminate the cover with immediate effect. The Insurer may terminate the contract with at least by three month notice. Insurer is entitled to charge only the proportional premium for the number of days it was on cover and CPC shall not be liable for any other expenses, fees or loss of business/profit of the insurer. In case CPC has already paid a premium sum exceeding the above said proportional premium, Insurer should refund the excess amount within 07 days from the date of the notice of termination.

2.2.7 In the event of an increase in the insured value within the insured period, the premium payable for the increase in the sum insured will be on a pro-rata basis, based on original premium quoted and on the same terms and conditions of the Bid.

2.2.8 Claims should be settled in full within a minimum time period from the date of a claim as per provisions, directives & guidelines given by Insurance Regulatory Commission of Sri Lanka (IRCSL).

2.2.9 However all claims should be settled as per the insurance contract within the minimum possible period which is lesser than the period specified under clause no 2.2.8 from the date of a claim depending on the value and nature of the damage/loss.

2.3 Performance Security

2.3.1 The successful bidder is required to provide a performance security to safeguard the CPC against nonperformance of the contract. The successful bidder, on being notified by CPC of the acceptance of his bid, shall furnish at his own expense a performance security (format given in Annexure C) in one of following forms within ten (10) days of such notification. Such performance security shall be, a minimum sum equivalent to 5% of the total Contract value (inclusive of taxes) in the form of a bank guarantee issued by a Licensed Commercial Bank operating in Sri Lanka.

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

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

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

2.4 Mode of Payment

2.4.1 Total premium (inclusive of taxes) will be paid in full in 60 days in Sri Lankan Rupees successful activation of insurance policies in line with CPC requirements from the date of inception of insurance period.

2.5 Submission of draft Insurance Policy:

2.5.1 The bidder should submit Draft Insurance Policies with the bid, indicating all exclusions & condition for the respective Insurance Policies. Amendments to the Insurance Policies after submission of the draft policies will not be accepted.

2.6 General Conditions:

2.6.1 Bidders must acquaint themselves fully with the conditions of the Bid. No plea for lack of information or insufficient information will be entertained at any time.

2.6.2 The Bids and any contract resulting there-from shall be governed by and construed according to the laws of Sri Lanka.

2.6.3 No Bid shall be considered unless all the conditions laid down in the document have been strictly fulfilled.

2.6.4 Confirmation/Declaration letter from the reinsurance Company or reinsurance broker in their letterhead or acceptable letter of insurance company duly stamped & signed by reinsurer or reinsurance broker with the percentage (%) share accepted by the reinsurer or re insurer broker must be submitted with the Bid document.

2.6.5 The bid should be complete with 100% reinsurance support in respect of sum insured or limits exceeding the automatic acceptance capacity of the Bidder (insurance company). International reinsurance companies must have a minimum credit rating of BBB or higher according to the Standard & Poor or AM Best or an equivalent rating from a recognized International Rating Agency and such information should be supported by documentary proof. **Annexure E must be duly completed, signed and submitted by the Bidder (insurance company) along with the Bid documents.**

2.6.6 Reinsurers of the insurance companies who are submitting bids should be in conformity to the guidelines given by Insurance Regulatory Commission of Sri Lanka (IRCSL) for insurance companies in procuring reinsurance including "Terms & Conditions on Placement of Reinsurance issued under section 31(1) of the Regulation of Insurance Industry Act No. 43 of 2000". Further such reinsurers should have met credit rating requirement of IRCSL. Bidder (insurance company) must submit a letter confirming that the bidder's company has complied with such requirements of IRCSL in this respect along with the bid document.

2.6.7 The list of reinsurers and their relevant acceptance percentage of cover to be placed with them and the validity period of such reinsurance acceptance for each and every cover must be detailed clearly in Annexure E.

2.6.8 The insurer shall submit documentary proof (within 14 days from the date of CPC making the insurance premium) such as bank transfer slip, acknowledgement by reinsurer to the satisfaction of CPC, on payment of the premium by CPC, the premium has been remitted to the reinsurer/reinsurance broker.

2.6.9 Language-The Language to be used is English and correspondence between the insured and the insurer shall be in English.

2.7 Arbitration

Any dispute, difference, controversy, or claim arising out of or in connection with this Agreement, including any dispute regarding its interpretation, the rights, duties, obligations, or liabilities of the parties hereunder, or concerning the operation, breach, termination, or validity of this Agreement, shall be referred to and finally resolved by arbitration.

The arbitration shall be conducted in accordance with the Rules of the Arbitration Centre of the Institute for the Development of Commercial Law and Practice in Sri Lanka, and shall be governed by the UNCITRAL Arbitration Rules in force at the time of the arbitration, except to the extent that such rules are modified by the provisions of this Agreement.

The arbitral tribunal shall consist of three (3) arbitrators. Each party shall appoint one arbitrator within thirty (30) days of the notice of arbitration. The two (2) party-appointed arbitrators shall then jointly appoint a third arbitrator, who shall act as the presiding arbitrator. In the event that a party fails to appoint an arbitrator within the specified time, or the two (2) appointed arbitrators fail to agree on the appointment of the presiding arbitrator within thirty (30) days, the appointment shall be made by the Arbitration Centre.

The place of arbitration shall be Colombo, Sri Lanka, and the proceedings shall be conducted in the English language.

The arbitration proceedings, including the composition and jurisdiction of the arbitral tribunal, the conduct of the arbitration, and the enforcement of any award, shall be governed by the provisions of the Arbitration Act No. 11 of 1995 of Sri Lanka. The laws of Sri Lanka shall govern the interpretation and enforcement of this arbitration agreement.

The award rendered by the arbitral tribunal shall be final and binding upon the parties, and may be enforced in any court of competent jurisdiction.

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

3. INSURANCE COVERS REQUIRED

Group – A

A – 1 Offshore Property (SPBM, Marine hoses & Other Properties at Colombo Port)

A - 2 Equipment and spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo Port

Group – B

B – 1 Properties of Head Office at Dematagoda (Building, Fixtures & Fittings).

B – 1 Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela.

Group – C

C – 2 Lanka – 01 Boat used for SPBM Security

Group – D

D – 1 Refinery Housing Schemes at Batalanda
D – 2 Agro chemical at Kolonnawa & Agro sales center at Kandy
D – 3 Area Offices & Circuit Bungalows and others

Group –E

E – 1 Bunker fuel at JCT oil bank Bluemandhal

Note: The bid submitted by the bidder shall comply with the risk (Group A-E) which are given below and Exclusion Clauses (if any) shall be mentioned by the bidder separately for the purpose of evaluation.

GROUP - A

A - 1 OFFSHORE PROPERTY
(SPBM, MARINE HOSES & OTHER PROPERTIES AT COLOMBO PORT))

(MARINE HULL POLICY)

Risk to be covered

1. Institute Time Clauses Hulls Port Risks CL. 312 dated 20/07/87
   All risks of physical loss or physical damage to Insured's offshore property subject to Institute Time Clauses Hulls Port Risks CL.312 dated 20/07/87 including limited navigation, including Tsunami, Earthquake & other acts of god in respect of SPBM, Hoses, Pipeline & Pipeline end manifold (PLEM) & all properties in location.
2. Institute War & Strikes Clauses – Hulls Time CL.281
   War risks, Strikes, Riot & Civil Commotions etc., as per Institute war & strike clauses –Hull Time CL.281 Including vandalism, malicious damage & deliberate damage respect of SPBM, pipeline & pipeline end manifold (PLEM) & all properties in location.
3. Institute Bulk Oil Clauses 1/12/83
   Including leakage or shortage arising from a fortuity and Institute strike clauses (bulk oil) 1/2/83 (coverage for whilst in SPBM, Hoses & PLEM Pipeline or Land tank) and Institute War Clauses (Cargo) (1/1/82) CL 255
4. Terrorism Cover
5. Including removal of wreck/debris, Sue & Labor expenses & general average and salvage charges cover

Conditions

1. Cover should be on reinstatement basis
2. If one or more under buoy hoses to be removed from the hose system (hose string) due to a damage, total replacement of under buoy hose string comprising of four hoses and floats is a mandatory requirement as per maintenance standards.

Description	Value (LKR)
Buoy & Associated Accessories (Including mooring chain)	**3,636,000,000**
Mooring Hawser	**12,305,091**
Floating Hoses	**329,051,461**
Under buoy hose String	**92,790,062**
Submarine pipeline (Buoy to Port)	**3,893,550,000**
Product in transit (Tank rail hose to port)	**1,047,678,455**
Total	**9,011,375,069**

A - 2 EQUIPMENT AND SPARES IN STOCK FOR SPBM AT THE PREMISES OF OFFSHORE OPERATIONS OFFICE (OFO) AT COLOMBO PORT

Risk to be covered

Fire/Lightning, SRCC, Malicious Damage, Terrorism Cover, Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Accidental Damage, Impact Damage including damage by own vehicles, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tsunami, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents and stocks

LKR

Stock at OFO Stores - 384,661,413.00

GROUP - B

B – 1 PROPERTIES OF HEAD OFFICE AT DEMATAGODA (BUILDING, FIXTURES & FITTINGS) (PROPERTY ALL RISK COVER)

Risk to be covered

Fire/Lightning, SRCC, Malicious Damage, Terrorism Cover, Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Accidental Damage, Impact Damage including damage by own vehicles, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tsunami, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents and stocks

Description	Value (LKR)
** Building	3,151,811,000
Machinery & Utensils	305,988,000
Electrical Instruments	365,810,000
Office Equipment	198,234,000
Lanka Auto Diesel Stock (Under Ground Tank)	2,225,000
Server & IT Hardware Item	300,000,000
PABX System	9,986,000
Total Value	4,334,054,000

** The building is basement, ground floor, eight of upper floors and roof level.

B – 2 STORES BUILDING & STORES AT DEMATAGODA AND RDD STORES AT EX-NYLON SIX – SAPUGASKANDA, HOUSES (NO.18 & NO.19) AT BATALANDA HOUSING SCHEME, RDD STORES IN THE LUBRICANT YARD AT MUTHURAJAWELA

Risk to be covered

Fire/Lightning, SRCC, Malicious Damage, Terrorism Cover ,Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Accidental Damage, Impact Damage including damage by own vehicles, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tsunami, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents and stocks

Description	Value (LKR)
Stores Building at Head Office	**94,000,000**
Servers & IT Hardware Items	**2,500,000**
Office Equipment (Furniture & Fittings, Computer, Steel Rack)	**103,000,000**
Stores Materials at Head office stores & Nylon 6 Stock	**5,400,000**
Total Value (Rs)	**204,900,000**

GROUP - C

C – 1 LANKA – 01 BOAT USED FOR SPBM SECURITY (MARINE HULL POLICY)

Risk to be covered

Institute Time Clause Hull & Port, War risk, Strikes, Riot & civil commotion, Terrorism Cover, Vandalism, Malicious damage, deliberate damage, Accidental Damage, Tsunami ,Earthquake, Floods, Other Natural Disasters, Fire & Lightning, Explosion, Electrical Damage, Cyclone, Storm, Tempest, Aircraft Damage and other Ariel or Spatial Devices and Article dropped, Full Impact Damage, Earthquake, Floods, Subsidence, Earth slips, Tidal Waves, Tsunami, Typhoon, Hailstorm, Windstorm, Rainstorm, Hurricane, Tornado, Volcanic Eruption .

.

Description	Value (LKR)
Hull	**3,210,140.00**
01 No. Base Radio Set	**300,000.00**
Total Sum Insured	**3,510,140.00**

GROUP - D

D – 1 HOUSING SCHEMES AT BATALANDA

Risk to be covered

Fire/Lightning, SRCC, Malicious Damage, Terrorism Cover , Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Impact Damage including damage by own vehicles, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents.

	(LKR)
Total Value	**24,425,000**

D - 2 AGRO CHEMICAL AT KOLONNAWA & AGRO SALES CENTER AT KANDY (INDUSTRIAL ALL RISK COVER)

Risk to be covered

Fire/Lightning, SRCC, Malicious Damage, Terrorism, Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Accidental Damage, Damages due to Loading & Unloading of Agro Chemical Products, Impact Damage including damage by own vehicles, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tsunami, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents and stocks.

Location	Building (Rs.)	Agro Finished Products & Raw Materials (Rs.)	Office Equipment ,Tools,Computers (Rs.)	Machinery & Utensils (Rs.)	Server & IT Hardware Item (Rs.)	Lubricant Stock (Rs.)	Total (Rs.)
Agro Chemical Plant/Stock and Stock at SSE Workshop - Kolonnawa	-	300,000,000	6,000,000	25,000,000	3,000,000	2,000,000	336,000,000
Kandy	3,600,000	1,500,000	800,000	-	2,000,000	-	7,900,000
	3,600,000	301,500,000	6,800,000	25,000,000	5,000,000	2,000,000	343,900,000

D - 3 AREA OFFICES & CIRCUIT BUNGALOWS & OTHERS

Risk to be covered

Fire/Lightning, SRCC, Terrorism Cover, Malicious Damage, Explosion, Aircraft Damage including Ariel/Spatial devises or articles dropped therefrom, Accidental Damages, Damages due to Loading & Unloading of Agro Products (Kandy) Impact Damage including damage by own vehicles & Animal impact, Cyclone/Storm/Tempest and Flood Damage, Subsidence, Earth/Landslips, Other Natural Perils such as Hurricane, Tornado, Tsunami, Tidal Waves, Typhoon, Hailstorm, Thunderstorm, Rainstorm, Windstorm, Volcanic Eruption and other atmospheric disturbances, Spontaneous Combustion, Bursting & Overflowing of Water Tanks, Apparatus and Pipes, Earthquake Fire & Shock, Electrical Fire Damage and Burglary on 10% first loss basis on contents and stocks

Location	Buildings (LKR)	Office equipment/Machinery equipment/Computers/Electric	Stores Items	Lubricant Stock	Server & IT Hardware Item	Total (LKR)
Area Offices						
Anuradhapura	18,213,000	9,190,498	4,000,000	1,700,000	2,000,000	35,103,498
Jaffna	8,925,000	7,261,711	4,000,000	7,000,000	2,500,000	29,686,711
Kurunegala	9,477,000	7,268,069	5,500,000		2,000,000	24,245,069
Nugegoda	-	1,000,000	5,000,000		2,000,000	8,000,000
Badulla	-	1,953,856	3,500,000	16,000,000	2,000,000	23,453,856
Batticaloa	-	3,318,508	6,000,000	10,000,000	2,500,000	21,818,508
Galle	-	6,578,435	3,500,000	7,000,000	2,000,000	19,078,435
Kegalle	-	2,749,132	4,000,000		2,000,000	8,749,132
Peradeniya	-	5,026,054	5,000,000		2,000,000	12,026,054
CPC QUARTERS						
Bullers road houses	19,500,000	4,000,000				23,500,000
Building - Thursten Road	12,912,000	-				12,912,000
Building - Earnest de silva mawatha	21,584,000	-				21,584,000
Circuit Bungalows						
Matara	3,128,000	5,994,569				9,122,569
Nuwara Eliya	4,163,000	1,779,837				5,942,837
China Bay	10,538,000	9,436,975				19,974,975
Anuradhapura	5,828,000	7,851,837	-			13,679,837
Kolonnawa Premises						
SSE Workshop	-	10,000,000	6,000,000	-	2,500,000	18,500,000
	114,268,000	83,409,481	46,500,000	41,700,000	21,500,000	307,377,481

GROUP - E

E – 1 BUNKER FUEL AT JCT OIL BANK BLUEMANDHAL

Risk to be covered

1. Institute Cargo Clause (A) 1.1.82 (Clause 252) including shortage & leakage from connecting pipelines during transfer to the JCT Oil Bank & discharge in to the storage tanks.
2. Institute Strike Clause (Cargo) 1.1.82 (Clause 256)
3. Termination of transit clause (Terrorism)
4. Any product leakage, contamination, damage or loss of cargo stored at the JCT oil bank.
5. Coverage loss, leakage or contaminate during discharge of product through the 2km pipeline from DTB to JCT oil bank.
6. Fire risk coverage applicable to all of the above situations.

Situation:

Insurance coverage is required from the time of passing Gas oil Cargo passes from the manifold of the nominated vessel to the hoses connecting to the loading/discharging arm/s at the Dolphin Tanker Breath (DTB) of the port of Colombo & while the product is transferred through the 1.5-2 km pipeline connecting DTB to the storage tanks at the Jaya Container Terminal (JCT) oil bank, coverage should continue while the cargo remains storage at the JCT Oil Bank until re-bonding to the respective buyer.

Product	**- Marine Gas oil or Gas oil (0.05% max. Sulphur)**
Estimated Value of One Consignment	**- LKR 1,035,000,000**
Estimated Value for One year	**- LKR 12,393,000,000**
Length of pipeline from DTB to JCT Tank	**- 2 Km**

4. INSURANCE COVER BID FORMS (Group A to E)

<u>Group – A</u>

A – 1 Offshore Property (SPBM, Marine hoses & Other Properties at Colombo Port)

A - 2 Equipment and spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo Port

<u>Group – B</u>

B – 1 Properties of Head Office at Dematagoda (Building, Fixtures & Fittings).

B – 1 Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela.

<u>Group – C</u>

C – 2 Lanka – 01 Boat used for SPBM Security

<u>Group – D</u>

D – 1 Refinery Housing Schemes at Batalanda
D – 2 Agro chemical at Kolonnawa & Agro sales center at Kandy
D – 3 Area Offices & Circuit Bungalows and others

<u>Group –E</u>

E – 1 Bunker fuel at JCT oil bank Bluemandhal

<u>GROUP - A</u>

A – 1 OFFSHORE PROPERTY
(SPBM, MARINE HOSES & OTHER PROPERTIES AT COLOMBO PORT)
(MARINE HULL COVER)

INSURANCE COVER REQUIRED	**: LKR 9,011,375,069**
TERRORISM COVER REQUIRED	**: LKR 2 Billion (Government Fund (NITF)**
INSURANCE COVERS PROVIDED	**: ………..………..…….……. …………..………..…….……. …………..………..…….…….**
DEDUCTIBLE IF ANY	**: Refer: 1.3 (Scope of Insurance Covers)**
LIMITATION OF LIABILITY	**: ……………………….....……**
EXCLUSION CLAUSES IF ANY	**: ……………………….....……**
CONDITIONS IF ANY	**: ……………………….....……**
Annual Premium (Without VAT)	**: -**

1 Basic Premium	**: ……………………….....……**
2. SRCC	**: ……………………….....……**
3. Terrorism Cover	**: …………………………………**
4. Cess /Admin fee	**: ……………………….....……**
5. Other Taxes applicable (if any)	**: ………………………………….**
6 Other charges/Stamp fee/Policy fee	**:…………………………………..**
7. Total Annual Premium (Without VAT)	**: ……………………….....……**

(In words) Excluding VAT ………………………………………..……………………………..
……………………………………………………………………………………………………
…………………………………………………………………………………….….………..

(In words) Including VAT ……………………………………………………………………..
……………………………………………………………………………………………………
…………………………………………………………………………………….….………..

PERCENTAGE OF THE NO CLAIM BONUS : ……………………….....……

VAT Registration No. : …………………………………

Seal & Date

……………………….....……

SIGNATURE OF BIDDER

NAME & ADDRESS : …………………………...…..……….....………….
…………………………...…..……….....………….
…………………………...…..……….....………….

A – 2 EQUIPMENT AND SPARES IN STOCK FOR SPBM AT THE PREMISES OF OFFSHORE OPERATIONS OFFICE (OFO) AT COLOMBO PORT

INSURANCE COVER REQUIRED : **LKR 384,661,413**
INSURANCE COVERS PROVIDED : ………..……..……..….
………..……..……..….
………..……..……..….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ………………………....……

EXCLUSION CLAUSES IF ANY : ………………………....……

CONDITIONS IF ANY : ………………………....……

Annual Premium (Without VAT) : -

1 Basic Premium : ………………………....……
2. SRCC : ………………………....……
3. Terrorism Cover : ………………………………
4. Cess /Admin fee : ………………………....……
5. Other Taxes applicable (if any) : ……………………………….
6 Other charges/Stamp fee/Policy fee :……………………………….
7. Total Annual Premium (Without VAT) : ………………………....……

(In words) Excluding VAT ……………………………………..……………………………..
……………………………………………………………………………………………………
……………………………………………………………………………….….………..

(In words) Including VAT ………………………………………………………………………..
……………………………………………………………………………………………………
……………………………………………………………………………….….………..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………....……

VAT Registration No. : ………………………………

Seal & Date

………………………....……

SIGNATURE OF BIDDER

NAME & ADDRESS : ………………………...……….....………….
………………………...……….....………….
………………………...……….....………….

<u>SUMMERY SHEET FOR GROUP - A</u>

1	**Total Annual Premium for Item No. A - 1**	**LKR**	
2	**Total Annual Premium for Item No. A - 2**	**LKR**	
TOTAL		**LKR**	

Signature of the Bidder: …………………………

GROUP - B

B – 1 CPC HEAD OFFICE BUILDING AT DEMATAGODA

INSURANCE COVER REQUIRED : **RS 4,334,054,000**
TERRORISM COVER REQUIRED : **LKR 2 Billion**
INSURANCE COVERS PROVIDED : ……….……….…….….
…………..………..…….….
…………..………..…….….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : …………………………....……

EXCLUSION CLAUSES IF ANY : …………………………....……

CONDITIONS IF ANY : …………………………....……

Annual Premium (Without VAT) : -

1. **Basic Premium** : …………………………....……
2. **SRCC** : …………………………....……
3. **Terrorism Cover** : …………………………………
4. **Cess /Admin fee** : …………………………....……
5. **Other Taxes applicable (if any)** : ………………………………….
6. **6 Other charges/Stamp fee/Policy fee** :……………………………….
7. **Total Annual Premium (Without VAT)** : …………………………....……

(In words) Excluding VAT ……………………………………..……………………………..
……………………………………………………………………………………………………
………………………………………………………………………………………….…….……..

(In words) Including VAT ………………………………………………………………………..
……………………………………………………………………………………………………
………………………………………………………………………………………….…….……..

PERCENTAGE OF THE NO CLAIM BONUS : …………………………....……

VAT Registration No. : …………………………………

Seal & Date

…………………………....……

SIGNATURE OF BIDDER

NAME & ADDRESS : …………………………..….………....………….
…………………………...………….....………….
…………………………...………….....………….

Duplicate

B – 2 STORES BUILDING & STORES AT DEMATAGODA AND RDD STORES AT EX-NYLON SIX – SAPUGASKANDA, HOUSES (NO.18 & NO.19) AT BATALANDA HOUSING SCHEME, RDD STORES IN THE LUBRICANT YARD AT MUTHURAJAWELA

INSURANCE COVER REQUIRED : **LKR 204,900,000**

INSURANCE COVERS PROVIDED : ………..……..……….

………..……..……….

………..……..……….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ………………………....……

EXCLUSION CLAUSES IF ANY : ………………………....……

CONDITIONS IF ANY : ………………………....……

Annual Premium (Without VAT) : -

1. **Basic Premium** : ………………………....……
2. **SRCC** : ………………………....……
3. **Terrorism Cover** : ……………………………….
4. **Cess /Admin fee** : ………………………....……
5. **Other Taxes applicable (if any)** : ……………………………….
6 **Other charges/Stamp fee/Policy fee** :……………………………….
7. **Total Annual Premium (Without VAT)** : ………………………....……

(In words) Excluding VAT ……………………………………..…………………………..
………………………………………………………………………………………………
……………………………………………………………………………………..……..

(In words) Including VAT ……………………………………………………………..
………………………………………………………………………………………………
……………………………………………………………………………………..……..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………....……

VAT Registration No. : ……………………………….

Seal & Date

………………………....……

SIGNATURE OF BIDDER

NAME & ADDRESS : ………………………...………....………….

………………………...………....………….

………………………...………....………….

<u>SUMMERY SHEET FOR GROUP - B</u>

1	**Total Annual Premium for Item No. B - 1**	**LKR**	
1	**Total Annual Premium for Item No. B - 2**	**LKR**	
TOTAL		LKR	

Signature of the Bidder: …………………………

GROUP - C

C - 1 FIBRE BOAT (LANKA – 01) USED FOR SPBM SECURITY (MARINE HULL POLICY)

INSURANCE COVER REQUIRED : **LKR 3,510,140**

INSURANCE COVERS PROVIDED : ………..……..…….….
………..……..…….….
………..……..…….….
………..……..…….….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ………………………...……

EXCLUSION CLAUSES IF ANY : ………………………...……

CONDITIONS IF ANY : ………………………...……

Annual Premium (Without VAT) : -

1. **Basic Premium** : ………………………...……
2. **SRCC** : ………………………...……
3. **Terrorism Cover** : ………………………………
4. **Cess /Admin fee** : ………………………...……
5. **Other Taxes applicable (if any)** : ……………………………….
6. **Other charges/Stamp fee/Policy fee** :……………………………….
7. **Total Annual Premium (Without VAT)** : ………………………...……

(In words) Excluding VAT ……………………………………..……………………………..
………………………………………………………………………………………………
……………………………………………………………………………….…….……..

(In words) Including VAT ……………………………………………………………………..
………………………………………………………………………………………………
……………………………………………………………………………….…….……..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………...……

VAT Registration No. : ………………………………

Seal & Date

………………………...……

SIGNATURE OF BIDDER

NAME & ADDRESS : …………………………..…….……...………….
…………………………..…….……...………….
…………………………..…….……...………….

SUMMERY SHEET FOR GROUP - C

1	**Total Annual Premium for Item No. C – 1**	**LKR**	
TOTAL		**LKR**	

Signature of the Bidder : …………………………

<u>GROUP - D</u>

D - 1 HOUSING SCHEMES AT REFINERY

INSURANCE COVER REQUIRED : **LKR 24,425,000**
INSURANCE COVERS PROVIDED : ………..……..……….
………..……..……….
………..……..……….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ……………………….....……

EXCLUSION CLAUSES IF ANY : ……………………….....……

CONDITIONS IF ANY : ……………………….....……

Annual Premium (Without VAT) : -

1 Basic Premium : ……………………….....……
2. SRCC : ……………………….....……
3. Terrorism Cover : …………………………………
4. Cess /Admin fee : ……………………….....……
5. Other Taxes applicable (if any) : ………………………………….
6. Other charges/Stamp fee/Policy fee :………………………………….
7. Total Annual Premium (Without VAT) : ……………………….....……

(In words) Excluding VAT ……………………………………………………………………………..
……………………………………………………………………………………………………
……………………………………………………………………………………………………..

(In words) Including VAT ……………………………………………………………………………..
……………………………………………………………………………………………………
……………………………………………………………………………………………………..

PERCENTAGE OF THE NO CLAIM BONUS : ……………………….....……

VAT Registration No. : …………………………………

Seal & Date

……………………….....……

SIGNATURE OF BIDDER

NAME & ADDRESS : ………………………....…………....………….
………………………....…………....………….
………………………....…………....………….

D - 2 AGRO CHEMICAL AT KOLONNAWA & AGRO SALES CENTER AT KANDY

NSURANCE COVER REQUIRED : **LKR 343,900,000**
INSURANCE COVERS PROVIDED : ………..………..…….…….
………..………..…….…….
………..………..…….…….
………..………..…….…….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ………………………….....……

EXCLUSION CLAUSES IF ANY : ………………………….....……

CONDITIONS IF ANY : ………………………….....……

Annual Premium (Without VAT) : -

1. **Basic Premium** : ………………………….....……
2. **SRCC** : ………………………….....……
3. **Terrorism Cover** : …………………………………
4. **Cess /Admin fee** : ………………………….....……
5. **Other Taxes applicable (if any)** : ………………………………….
6. **Other charges/Stamp fee/Policy fee** :………………………………….
7. **Total Annual Premium (Without VAT)** : ………………………….....……

((In words) Excluding VAT ……………………………………..……………………………..
…………………………………………………………………………………………………
…………………………………………………………………………………..…..………..

(In words) Including VAT …………………………………………………………………..
…………………………………………………………………………………………………
…………………………………………………………………………………..…..………..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………….....……

VAT Registration No. : …………………………………

Seal & Date

………………………….....……

SIGNATURE OF BIDDER

NAME & ADDRESS : ………………………....….………....………….
………………………....….………....………….
………………………....….………....………….

D – 3 AREA OFFICES, CIRCUIT BUNGALOWS & OTHERS

INSURANCE COVER REQUIRED : **Rs 307,377,481**
INSURANCE COVERS PROVIDED : ………..……..…….….

………..……..…….….
………..……..…….….
………..……..…….….

DEDUCTIBLE IF ANY : **Refer: 1.3 (Scope of Insurance Covers)**

LIMITATION OF LIABILITY : ………………………....……

EXCLUSION CLAUSES IF ANY : ………………………....……

CONDITIONS IF ANY : ………………………....……

Annual Premium (Without VAT) : -

- **1 Basic Premium** : ………………………....……
- **2. SRCC** : ………………………....……
- **3. Terrorism Cover** : ………………………………
- **4. Cess /Admin fee** : ………………………....……
- **5. Other Taxes applicable (if any)** : ……………………………….
- **6. Other charges/Stamp fee/Policy fee** :……………………………….
- **7. Total Annual Premium (Without VAT)** : ………………………....……

(In words) Excluding VAT …………………………………..……………………………..
……………………………………………………………………………………………………
……………………………………………………………………………….…….……..

(In words) Including VAT ……………………………………………………………………..
……………………………………………………………………………………………………
……………………………………………………………………………….…….……..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………....……

VAT Registration No. : ………………………………

Seal & Date

………………………....……

SIGNATURE OF BIDDER

NAME & ADDRESS : ………………………...….………...………….
………………………...….………...………….
………………………...….………...………….

SUMMERY SHEET FOR GROUP - D

1	Total Annual Premium for Item No. D - 1	LKR	
2	Total Annual Premium for Item No. D - 2	LKR	
3	Total Annual Premium for Item No. D - 3	LKR	
TOTAL		LKR	

Signature of the Bidder: …………………………

GROUP - E

E - 1 BUNKER FUEL AT JCT OIL BANK BLUEMANDHAL

INSURANCE COVER REQUIRED : Rs. 1,035,000,000
LIMIT OF TERRORISM COVER REQUIRED : LKR As per shipment value

INSURANCE COVERS PROVIDED : ………..………..……….
………..………..……….
………..………..……

DEDUCTIBLE IF ANY : Refer: 1.3 (Scope of Insurance Covers)

LIMITATION OF LIABILITY : ………………………....……

EXCLUSION CLAUSES IF ANY : ………………………....……

CONDITIONS IF ANY : ………………………....……

Rates per one shipment (Without VAT) : -

1. **Basic Rate (%) : ………………………....……**
2. **SRCC (%) : ………………………....……**
3. **Terrorism Cover (%) : ……………………………….**
4. **Cess /Admin fee (%) : ………………………....……**
5. **Other Taxes applicable (if any) (%) : ………………………....……**
6. **Other charges/Stamp fee/Policy fee : ………………………………….**
7. **Total Annual Rate (Without VAT) : ………………………....……..**

(In words) Excluding VAT …………………………………………..……………………………..
……………………………………………………………………………………………………
……………………………………………………………………………………..…..………..

(In words) Including VAT ………………………………………………………………………..
……………………………………………………………………………………………………
……………………………………………………………………………………..…..………..

PERCENTAGE OF THE NO CLAIM BONUS : ………………………....……

VAT Registration No. : ……………………………….

Sea1l & Date

………………………....……

SIGNATURE OF BIDDER

NAME & ADDRESS : …………………………...…..………....…………..…
…………………………...…..………....…………..…..
…………………………...…..………....…………..……

SUMMERY SHEET FOR GROUP E

1	**Total Rate for Item No. E - 1**	**Rate (%)**	
TOTAL		**Rate (%)**	

Signature of the Bidder: …………………………

ANNEXURE "A" - FORM OF THE BID

The Chairman

Departmental Procurement Committee

……………………………………

……………………………………

Bid for Property Insurance Covers for SPBM, Marine hoses & Other Properties at Colombo Port, Equipment and Spares in stock for SPBM at the premises of Offshore Operations Office (OFO) at Colombo port & Lanka 01 boat. Properties of Head Office at Dematagoda (Building, Fixtures & Fittings). Stores building & Stores at Dematagoda and RDD Stores at Ex-Nylon Six – Sapugaskanda, Houses (No.18 & No.19) at Batalanda Housing Scheme, RDD Stores in the Lubricant yard at Muthurajawela. Agro chemical at Kolonnawa & Agro sales center at Kandy. Housing Schemes of Refinery at Batalanda. Area Offices & Circuit Bungalows and others. JCT Oil Bank at Blumandhal of Ceylon Petroleum Corporation for the year 2026/2027.

1. I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the Instructions to Bidders and General Terms and Conditions of Bid pertaining to the above Bid, along with Insurance Cover Bid Forms (Pages 27–41) thereto, do hereby undertake to provide the policies referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid Price of

i. Group A - D (Without VAT) of (in figures)

………….……………………………………………………..……

(in words)

…………………………………………………………………………………………………..

ii. Group E (Without VAT) of (in figures %)

………….……………………………………………………………..…

(in words)

……………………….………………………………………………………………………….

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

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

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

a) Annexure A - Original of the Form of Bid, duly completed, signed, dated and sealed

b) Annexure B - Bid Security Guarantee issued by Licensed Commercial Bank operating in Sri Lanka

c) Annexure D - Form of Compliance / Deviation Sheet, duly completed and signed to indicate clearly the Compliance or Deviations with the Terms & conditions stipulated in the bidding document.

d) Annexure E - Schedule of Policy Reinsurance Arrangements and Reinsuring details, duly filled, signed, dated and sealed.

e) Annexure F - Schedule of Specimen for Company Profile of insurers and Statement duly filled, signed, dated and sealed.

f) Annexure H - If agent/broker is the bidder

g) Annexure I - Bid Security Check List,

h) Original of the General Terms and Conditions of the Bid with each page duly signed and dated by insurers and or agent/broker.

i) The Insurance Cover Bid Forms Group A to E for each and every Insurance Policy, duly filled, signed, dated and sealed by insurers and or agent/broker.

j) Confirmation/Declaration letter from the reinsurance Company or reinsurance broker in their letterhead or acceptable letter of insurance company duly stamped & signed by reinsurer or reinsurance broker.

k) Documentary proof should be submitted from a recognized International Rating Agency that there is minimum credit rating of BBB or higher as per the Clause 2.6.4.

l) Letter confirming that the bidder's company has complied with the requirement of Insurance Regulatory Commission of Sri Lanka.

m) Certified copy of Memorandum and Articles of Association of the Insurer.

n) Certified copy of Certificate of Incorporation or Business Registration.

o) A copy of the valid certificate of Public Contract Act (PCA 03) issued by the Registrar of Companies if bid value is over LKR 5 Million.

p) A copy of the payment receipt of non-refundable fee.

q) Draft Insurance Policies

r) Certified copy of the Registration under the Insurance Regulatory Commission of Sri Lanka (IRCSL).

s) Audited Financial Statements of the bidder for the past three consecutive years (i.e. Years 2022,2023 & 2024)

4. I/We understand that you are not bound to accept the lowest Bid and that you reserve the right to reject any or all Bids or to accept any part of a Bid without assigning any reasons thereof.

5. We undertake to adhere to the Bid conditions.

6. My/Our Bank Reference is as follows: …………………………………………………………

…………………………………………………………………………………………………

Signature of Bidder : ………………………………………………

Name of Bidder : ………………………………………………

Address : ………………………………………………

………………………………………………

………………………………………………

E-mail : ………………………………………………

Fax : ………………………………………………

Date : ………………………………………………

ANNEXURE "B" – FORMAT FOR BID SECURITY GUARANTEE

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

…………………[insert issuing agency's name and address of issuing branch or office]………………

Beneficiary : ……………… [Insert (by PE) name & 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 Insurance policy, 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 Insurance policy issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ……………[insert date]

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

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

ANNEXURE “C” - FORMAT FOR PERFORMANCE GUARANTEE

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

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

Date : ……………………………..

PERFORMANCE GUARANTEE NO : ……………………………….

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

ANNEXURE "D" - 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.

No:	Specification / Condition	Complied in full		If not complied; Specify Deviations
		Yes	No	
1	Eligibility criteria as per clause 1.2 complied in full			
2	Validity Period Of Bid as Per ITB Clause 1.7			
3	Bid Security as Per ITB Clause 1.8			
4	Duly Filled, Stamped & Signed Insurance Cover Bid Forms as Per Clause 4			
5	Duly filled, stamped & signed Form of Bid as per Annexure "A", submitted			
6	Compliance with Performance Security as per Annexure "C", in case of award.			
7	Compliance with Contract Agreement as per Annexure "G", in case of award.			
8	Duly filled, stamped & signed form of authorization as per Annexure "H", submitted (if relavant)			
9	Compliance with Mode of Payment as per Clause 2.4			
10	A copy of payment receipt of non-refundable fee attached.			
11	Required Insurance Coverage as per Clause 3			
12	Form PCA3 issued by Registrar of Public Contract, submitted			
13	Compliance in full with Clause 2.2.9			
14	All other documentary requirements/details as per clause 1.5 and other clauses on ITB			

Signature of the Bidder: ……………..… (Common Company Seal)

Date:……………..……

ANNEXURE "E " - SCHEDULE OF POLICY RE-INSURANCE ARRANGEMENTS
BIDS FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CPC FOR THE YEAR 2026/2027

NAME OF BIDDER: ……………………………………………………

Name & Office address of Reinsurer	Offshore percentage	Onshore percentage	Name of rating agency	Date of rating obtained	Validity period
TOTAL SUPPORT					

We confirm that we have obtained the confirmations from the relevant reinsurers for the above reinsurance arrangement and documentary evidence attached.

Authorized Signature : …………………………………   Date : …………………………………

Company Seal

ANNEXURE " F " - COMPANY PROFILE

BIDS FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CPC FOR THE YEAR 2026/2027

1. Name of Bidder :
2. Address :
3. Telephone No(s) :
4. Date of Registration of the Company :
5. Year of Commencement of Business :
6. IRCSL Registration Year and Reference:
7. Name Designation and Contact Details of Authorized person/Contact Person :

   a)………………………………………………………….

   b)…………………………………………………………..

   c)…………………………………………………………….

8. Financial Status of the Company (Not Group of Companies) (Sub-Clause 1.2.3 of ITB)

Period	Gross written premium on insurance income	PROFIT AFTER TAX	Attached Audited Accounts (Yes /No)
2022			

2023			
2024			

9. VAT Registration No:

10. Brief description of main business activities:

11. Details of Insurance Service Provided to other Clients for similar covers (Sub -Clause 1.2.4 of ITB)

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

Authorized Signature: .... Date: ....

Name: ……………………………………………… Company Seal: ……………………………….

ANNEXURE "G" FORMAT OF CONTRACT AGREEMENT

CONTRACT AGREEMENT BETWEEN CEYLON PETROLEUM CORPORATION AND M/s.-------------------------FOR THE INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CEYLON PETROLEUM CORPORATION. - Tender Ref No: …………………

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

WHEREAS CPC invited BIDS FOR INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CEYLON PETROLEUM CORPORATION under the **Tender Ref No: B/ /2025** (hereinafter called and referred to as "the Contract") and has accepted a bid in full/group/s by the Service Provider for the Contract in the total sum **of Rs……………….+ VAT (Rs…………….)** (hereinafter called and referred to as "the Total Premium"), and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

6. In case of failure to complete the tender process in order to select the new service provider before expiry of the existing contract, existing service provider shall extend the existing contract by two months period and the premium for the additional period will be calculated at pro rata basis on original premium.

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

For and on behalf of the Service Provider	**For and on behalf of CPC**
....	………………………………………
Authorized Signature of the Service Provider	Authorized Signature of CPC
(COMMON SEAL)	(COMMON SEAL)

In the presences of witness:

1. Name & NIC No: ....
   Signature:. ....

   Address:. ....

2. Name & NIC No:. ....
   Signature: ....

   Address:. ....

ANNEXURE “H” FORMAT OF LETTER OF AUTHORIZATION

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

Date: ………………. [insert date]

Name of Tender: **BIDS FOR INSURANCE COVERS FOR SPBM & OTHER PROPERTIES OF CEYLON PETROLEUM CORPORATION**

Tender Ref : B/56/2025

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

WHEREAS

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

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

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

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

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

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

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

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

Company Seal (Rubber Stamp) Date: ……………………

ANNEXURE "I" BID SECURITY CHECK LIST

Catagory	Bid Security Guarantee from Bank (LKR)	Mark "√"
Group A- E	1,400,000.00	
Group - A	1,000,000.00	
Group - B	250,000.00	
Group - C	5,000.00	
Group - D	100,000.00	
Group - E	45,000.00	

- Please mark "√" for the Group/s which you have bid and submitted Bid Securities.