

CEYLON PETROLEUM CORPORATION **REFINERY DIVISION**

NCB 4595 T **(NATIONAL COMPETITIVE BIDS)**

SUPPLY OF 30,000 BOTTLES OF (19 LITRE) DRINKING WATER **(2026-2027)**

SECTION I

GENERAL CONDITIONS:

Bids should be in conformity with all the conditions stipulated in the Bidding Document.

01.A) BID DEPOSIT & ISSUING OF BIDDING DOCUMENTS

Bidding Documents can be obtained up to 12-January-2026. 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 & also payments can be made in cash to the Ceylon Petroleum Corporation's People's Bank Account No. 004100110208633 referring NCB number & bidders name in short.

1.B) 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Guarantee undertaking that the offer will be held valid for the specified period and that, the offer will not be withdrawn during that period.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 150,000/=.

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

Bid Guaranties received from unsuccessful Bidders will be returned to them after an award is made.

Important:

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

02. BIDS

- 2.1 *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. 4595T FOR THE SUPPLY OF **DRINKING WATER**- CLOSING DATE 14-JANUARY-2026" on the top left-hand corner & the Bidder's name & address on the bottom left-hand corner.*
- 2.2 *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 not later than 1430 hours on 14-January-2026. 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.*
- 2.3 *Department Procurement Committee reserves the right to reject any or all offers without assigning any reason*

03. VALIDITY

- 3.1 *All offers shall necessarily be valid for acceptance for a minimum period of 60 days (i.e. for order confirmation) from the closing date of the NCB and the prices quoted should be valid for a minimum period of 12 months (i.e. supply throughout 12 months on blanket order)*
- 3.2 *On acceptance of the offer within the period of 60 days if necessary the validity of offer should be extended for purpose of placing the official purchase order and other required documentation.*
- 3.3 *On acceptance of the offer within the period of 60 days if necessary the validity of offer should be extended for purpose of placing the official purchase order and other required documentation.*

Bids that do not comply with the above requirements will be rejected.

04. (a) CLOSING & OPENING OF BIDS

Bids will be closed at 1430 hours on 14-January-2026 & 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.

(b) LATE BIDS

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

05. DOCUMENTS & DETAILS TO ACCOMPANY BID

All Bids shall contain adequate particulars in respect of the items offered. Failure to furnish the following documents and details along with the Bid may result in the Bid being rejected. All documents shall be in English Language.

- 01. Bid Submission Form **Section III***
- 02. Bid Security Guarantee as per **01. B)***
- 03. Name of Manufacturer*
- 04. Certificate from Manufacturer that the product offered are of current manufacture & in good condition.*
- 05. Available Test Certificates & copies of relevant SLS & Certificate issued by Ministry of Health & Nutrition*
- 06. Schedule of Prices – **Section IV** duly completed and **signed**.*
- 07. A list of past & current supply records.*
- 08. Valid Certificate of Registration issued by the Registrar of Public Contracts (PCA3)*

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

06. SCHEDULE OF PRICES

- 06.1 Should indicate the prices in Rupees with taxes separately*
- 06.2 If any taxes are not mentioned separately such taxes will be considered as not relevant for the bid.*
- 06.3 Where there is a discrepancy between the amount in figures and in words, the amount in words will govern.*
- 06.4 Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity.*
 - a. The unit rate as quoted will govern*
 - b. Unless in the opinion of the Procurement Committee/BEC 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.*
- 06.5 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.*

07. PERFORMANCE GUARANTEE

- 07.1 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 Section "IV" of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Section "VI".

- 07.2 *If the successful Bidder fails to furnish Performance Guarantee as aforesaid his name will be placed in the list of defaulting contractors.*
- 07.3 *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.*
- 07.4 *The Purchase Order will be released 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 completion of order.*

07. PAYMENT

Payment will be made within about 04 weeks after receipt of total consignment of Bottles of Drinking Water delivered during the period of one month to CPC Refinery & Sapugaskanda Terminal.

08. DELIVERY

*The supplier should supply **260** bottles of Drinking water twice a week basis throughout all the departments in the Refinery & Sapugaskanda Terminal during the total contract period of approx. 12 months without any shortage. (First load should be delivered within 10 days from the receiving of official Purchase Order). However, CPC reserves the right to terminate the contract in one month notice.*

09. BASIS OF EVALUATION

All offers received will be examined to determine the eligibility of bidder's responded and substantial responsiveness of bids received. Substantially responsive bid is one, which conforms to the terms, conditions and specifications of the Bidding Document. Incomplete bids will be rejected.

Arithmetical errors in the Bidding Document will be corrected.

Section III *shall be completed in full.*

Only the bids determined to be substantially responsive will be evaluated and compared. Award will be made to the lowest responsive evaluated bid.

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.

10. DEFAULT BY SUCCESSFUL BIDDER

*If for any reason in the opinion of the Ceylon Petroleum Corporation, the successful Bidder becomes incapable or unable to supply the **Drinking Water** 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.*

11. ANY OTHER INFORMATION

Any other information required could be obtained from the Manager (Materials), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka.

Telephone : 011-2400110
Fax : 011-2400434 / 5528919
E-mail : refmaterials@sltnet.lk

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

SCOPE OF SUPPLY & SPECIFICATION***Item to be purchased:***

<i>Item No.</i>	<i>Qty.</i>	<i>Unit</i>	<i>Description</i>
01.	30,000	No.	Purified Drinking Water Bottled in 19 Litre Capacity Bottles

Specifications & Other Conditions:

- 1. Selected bidder should supply 100 No. of Floor Standing Type (3 Tap) water Dispensers (hot, cold & normal) & 50 No. of Jug Type Dispensers free of charge on returnable basis.*
- 2. Bottles should be made of Polycarbonate or Ministry of Health approved material with proper inner seal & outer seal covering the entire lid.*
- 3. Manufacturer should hold SLS & Certificate issued by Ministry of Health & Nutrition for the offered product.*
- 4. Supplier should service water dispensers free of charge regularly & all repairs & replacement (if any) to be provided free of charge.*
- 5. Bottles should be clean & heavily faded / bulged or deformed bottles to be avoided.*
- 6. Delivery should be arranged as per consumption of Refinery, Sapugaskanda Distribution Terminal, Kelaniya Water Intake & Orugodawatte Tank Farm with a sufficient buffer stock (300 bottles) at the place continuously without any shortage during the total contact period (Approx.: 12 Months).*

However, delivery should be made only to the Refinery & Sapugaskanda Distribution Terminal. (Delivery to Water Intake & Orugodawatte Tank Farm will be arranged by the Refinery)

Bid Submission Form

NCB No.: **4595T**

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, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, 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 Section I Sub-Clause 3., from the date fixed for the bid submission deadline in accordance with Section I Sub-Clause 2., 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 Contact for the due performance of the Contract; (if applicable)
- (g) We have no conflict of interest in accordance with Section I;
- (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 Commission;
- (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 FOR THE SUPPLY OF
DRINKING WATER (4595T)**

Item No.	Qty Required	Unit	DESCRIPTION	Price (Rs.) without Taxes	
				Unit	Total
01.	30,000	No.	Purified Drinking Water Bottled In 19 Litre Capacity Bottles		

		Amount – Rs.
Less Discount, if any		
Total Price - Without Taxes		
Any Other Tax (.....) – If applicable		
VAT – If applicable		
Total Delivered-at-site Price Inclusive of all taxes	Amount in figures	
	Amount in words	

Offer validity

Name of Manufacturer

Port of Shipment (If any)

Delivery Period

Agreed to abide by all General Conditions in Section I & the Scope of supply in Section II of the NCB

.....
Date Signature of Bidder Company Stamp (with address)

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)]

FORMAT OF PERFORMANCE GUARANTEE

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

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

NCB 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)]

INVITATION FOR NATIONAL COMPETITIVE BIDS

CEYLON PETROLEUM CORPORATION - REFINERY DIVISION

NCB 4595T

**SUPPLY OF 30,000 BOTTLES OF (19 LITRE) DRINKING
WATER (2026-2027)**

The Chairman, Department Procurement Committee, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka will receive sealed Bids from Local Suppliers for the supply of above mentioned items.

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 12-January-2026 & also payments can be made in cash to the Ceylon Petroleum Corporation's People's Bank Account No. 004100110208633 referring NCB number & bidders name in short.

Bidding document, which comprises the conditions of the NCB 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 14-January-2026 and will be opened immediately thereafter at the at the Refinery Conference Room.

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

TEL. 011-2400110

දේශීය තරගකාරී මිළ ගණන් කැඳවීම
ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව (පිරිපහදු කාර්යාංශය)

NCB 4595T

ලීටර් 19ක ධාරිතාවය සහිත පානීය ජලය බෝතල් 30,000ක්
සැපයීම (2026-2027)

ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව, පිරිපහදු කාර්යාංශය, සපුරාස්කන්ද, කැළණිය, ශ්‍රී ලංකාව හි දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවෙහි සභාපති විසින් දේශීය සැපයුම්කරුවන්ගෙන් මිළ ගණන් කැඳවීමේ පත්‍රයේ සඳහන් පිරිවිතර හා කොන්දේසි වලට සම්පූර්ණයෙන් අනුකූල වූ ඉහත සඳහන් දෑ සැපයීම සඳහා මුද්‍රා තබන ලද මිළ ගණන් කැඳවනු ලැබේ.

කිසියම් ලන්සු තබන්නෙකු, මිළ ගණන් ඉදිරිපත් කරන්නේ නම්, අයදුම්පත් සඳහා ආපසු නොගෙවන රු.3,500.00 ක මුදලක් 2026-ජනවාරි-12 දින 1500 වන පැය දක්වා කාර්යාල දිනවලදී අංක 609, වෛද්‍ය ඩැනිස්ටර් ද සිල්වා මාවත, කොළඹ 09, ස්ථානයෙහි පිහිටි ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවෙහි ප්‍රධාන කාර්යාලයෙහි 05වන මහලෙහි මුදල් අයකැමිට හෝ පිරිපහදු කාර්යාංශය, සපුරාස්කන්ද, කැළණියෙහි මුදල් අයකැමිට ලිපියක් ඉදිරිපත්කිරීමෙන් මුදලින් කල යුතු අතර සියළු ගෙවීම් ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවේ 004100110208633 දරණ මහජන බැංකුවේ ගිණුම හරහා NCB අංකය සහ ලන්සුකරුගේ නම කෙටියෙන් සඳහන් කරමින් මුදලින් කල හැකිය.

මිළ 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.

මිළ ගණන්, දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවේ සභාපති විසින් 2026-ජනවාරි-14 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