

# **CEYLON PETROLEUM CORPORATION**



## **BIDDING DOCUMENT**

**FOR**

**SITE CLEARING, LEVELING, AND COMPACTION  
WORKS FOR 8-ACRE LAND AT MUTHURAJAWELA  
B/ 60 /2025**

**2025**

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**The Standard Bidding Document that is applicable for this Contact is the Standard Bidding Document Procurement of Works Minor Contracts with the ICTAD Publication No. ICTAD/SBD/03, January 2007 published by the Institute for Construction Training and Development [ICTAD], “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.**

**This Publication will not be issued with the Bidding Document and Bidder is advised to Purchase it from ICTAD/CIDA.**

# VOLUME 1

Volume I of this Bidding Document consists of following Sections;

- Section 1 – Instructions to Bidders
- Section 2 – Standard Forms (Contract)
- Section 3 – Conditions of Contract

These Sections shall not be issued along with the Bidding Document. The Bidders are requested to refer to the Standard Bidding Document, Procurement of Works, Minor Contracts with the Publication No: ICTAD/SBD/03.

# **VOLUME 2**

Volume 2 of this Bidding Document consists of following Sections;

- Invitations for Bids
- Section 4 - Form of Bid and Qualification Information
- Section 5 - Schedule
- Section 6 - Specifications
- Section 7 - Bills of Quantities
- Section 8 - Drawings
- Section 9 - Standard Forms (Bid)

# **INVITATION FOR BIDS (IFB)**

# INVITATION FOR BIDS

Ceylon Petroleum Corporation

(Ministry of Energy)

**Site Clearing, Levelling, and Compaction Works for 8-Acre Land at Muthurajawela**

**B/60/2025**

1. The Chairman Department Procurement Committee (DPC) on behalf of the Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible and qualified bidders for the Site Clearing, Leveling, and Compaction Works for 8-Acre Land at Muthurajawela as described below.

CPC has an approximately eight (08) acres of land at Muthurajawela. The work under this contract shall include the complete clearing of those 08 acres land by removing all trees, bushes, shrubs, grass, roots, stumps, and any other vegetation or organic material in order to make the land completely bare. All removed materials shall be collected, transported to a pre-determined location of the Contractor without keeping those materials inside the CPC premises. After clearing, the contractor shall carry out necessary filling, leveling, grading, and compaction to form a clean, smooth, and stable surface in accordance with the Engineer's instructions, ensuring the entire land area is properly prepared for future development activities. Duration of the contract is 02 months.

2. Bidding will be conducted through National Competitive Bidding Procedure.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet the CIDA registration C9.
4. Qualification requirements to qualify for contract award include that the Bidder should have carried out previous contracts of similar nature land clearing / land levelling contracts at least having contract values of Rs. 3,000,000.00 for past 03 years (2024,2023,2022) and shall be able to maintain a positive cash flow record throughout the contract period.
5. Interested bidders may obtain further information from Project Engineer, via 0117296295 and [supplies@ceypetco.gov.lk](mailto:supplies@ceypetco.gov.lk) and inspect the bidding documents at the address given below from 0900 hrs. to 1500 hrs. during week days.
6. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 from **10.12.2025 until 30.12.2025 from 0900 hrs. to 1500 hrs.** upon payment of a non-refundable fee of Rs. 1,000.00 (Rs. 826.79 + 2.5% SSCL+ 18% VAT per set). The method of payment will be only by cash payment to the cashier of CPC Head office in above address.
7. Bids shall be delivered in duplicate to the address below on or before **1400 hrs. on 31.12.2025**. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.

8. Site Visit will be held at **1000 a.m. on 19.12.2025**. For more details, contact our Engineer, Mr. Dineesha over the telephone No. 011 7296295.
9. Bids shall be valid up to 49 days. (i.e. up to 17.02.2026)
10. All bids shall be accompanied by a *Bid-Security*, of Rs. 40,000.00. Bid Security shall be valid up to 77 days (i.e. up to 17.03.2026).

The address(es) referred to above is(are):

Chairman,  
Departmental Procurement Committee,  
C/o Manager (Procurement & Stores),  
Procurement & Stores Function,  
Ceylon Petroleum Corporation,  
1st Floor, No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.  
Tel : 011-7296336



## **Section – 4**

# **FORM OF BID AND QUALIFICATION INFORMATION**

**Note:**

Bidders are advised to consider the information printed in *Italic* format and highlighted in the document as a checklist, when submitting their bids. However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.

## 4.1. FORM OF BID

**Name of Contract : Site Clearing, Levelling, and Compaction Works for 8-Acre Land at Muthurajawela**

**To :** The Chairman,  
Department Procurement Committee,  
Ceylon Petroleum Corporation,  
1st Floor, No. 609,  
Dr. Danister De Silva Mawatha,  
Colombo 09

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees ..... (LKR ..... ) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in the Sub-Clause 15 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ..... day of ..... 20.... in the capacity of ..... duly authorized to sign tenders for and on behalf of .....

(IN BLOCK CAPITALS)

**Signature** : .....

**Address** : .....

**Designation** : .....

**Address** : .....

**Witness** : .....

## 4.2. Qualification Information

(To be completed and submitted by the bidder, with the Bid)

	Eligibility Requirement	Bidder's Qualification
<b>ICTAD Registration</b>		
Registration number		
Grade	C9	
Specialty	Any Speciality	
Expiry Date		
<b>Backlisted Contractors</b>		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT Registration Number		
Construction Program	(attach as annex)	
Legal status	Public company/Private Company/Partnership/Sole proprietor	

	Eligibility Requirement		Bidder's Qualification
<b>Qualification and experience of key staff</b>	Category, Experience and Qualifications	Required Nos.	<b>Proposed by bidder (Name, experience and Qualifications)</b>
	1 Site Supervisor, 2 years' experience with NCT or equal qualification with Civil construction experience with land preparations	01 (Full time)	
<b>List Other information required</b>	1. Past Experience of the Bidder with contact numbers of the clients. 2. List of equipment/ machineries to be used 3. Methodology of clearing the land 4. Work program for the contract period		

Signature of the Bidder : .....

## Section – 5

### SCHEDULE

**Note :**

This section shall be read in conjunction with Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract, and is intended to provide specific information in relation to corresponding Clauses in Section 1 & 3. Whenever there is an ambiguity, the provisions in Section 5 – Schedule shall supersede those provided in the Section 1- Instructions to Bidders and Section 3 – Conditions of Contract.

Bidders are advised to consider the information printed in Bold and Italic in the document as a checklist, when submitting their bids.

**However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.**

## Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	Name : <b>Ceylon Petroleum Corporation</b> Address: <b>No. 609, Dr. Danister De Silva Mwt. Colombo 09.</b>
	1.1.10	Engineer is:	Name : <b>Senior Project Engineer</b> Address: <b>Technical Services &amp; Corporate Affairs Function, No. 609, Dr. Danister De Silva Mw, Colombo 09</b>
1 & 13	1.1.21	Summary of Works	<p>The Works consists of: <b>complete clearing, leveling, and compaction of approximately eight (08) acres of land located at Muthurajawela. The Contractor shall remove all vegetation, including trees, shrubs, bushes, grass, roots, and stumps, and dispose of such materials off-site. The work further includes trimming, grading, and filling low-lying areas as necessary to achieve the required levels, followed by proper compaction to form a clean, smooth, and stable surface. All works shall be carried out using suitable machinery and equipment under the supervision and direction of the Engineer, ensuring that the entire land area is properly prepared and ready for future development activities</b></p> <p>Located at : <b>Muthurajawela CPC Premises</b></p> <p>Contract Name : <b>Site Clearing, Leveling, and Compaction Works for 8-Acre Land at Muthurajawela</b></p>
1	1.1.14	Intended Completion Date	Contract Number : <b>B/60/2025</b> Intended Completion Date is <b>40 days</b> from the Start Date
2		Source of Funds	The source of funds is : <b>Ceylon Petroleum Corporation</b>

## Eligibility

The requirement is;

1. shall not have been blacklisted for public procurements.
2. shall meet the CIDA registration **C9** in any category.

## 2.2

## Provision of Site

Prior to entering the site, the Contractor shall adhere to followings.

- Work Site is located in the Muthurajawela CPC Premises adjacent to Hyrax Lubricant blending plant and CPSTL Muthurajawela Terminal. Since the site is located within a high security zone, all the required documents for entry passes shall be provided by the contractor.
- All processes employed by the Contractor and all equipment used shall confirm to the requirements of the Occupational Safety and Health Act of Sri Lanka.
- Necessary PPEs shall be used by the contractor.
- Details of the contractor's team and vehicles shall be provided at least 03 working days prior to the site for the Entry passes.
- Contractor is liable for any damages to third parties or damages to CPC properties and required to repair/replace the damages at its own cost.
- Contractor shall dispose all the debris and demolished concrete to a suitable location outside the CPC premises. Contractor himself to find a suitable location to dispose debris and demolished concrete etc.

12		Documents of Bid	<ul style="list-style-type: none"> <li>• Past Experience of the Bidder with contact numbers of the clients.</li> <li>• List of equipment/ machineries to be used</li> <li>• Methodology of clearing the land</li> <li>• Work program for the contract period</li> </ul>
13	10.10	Price Adjustment	The Contract <b>is not</b> subject to price adjustment in accordance with Sub-Clause 10.10 of the Conditions of Contract
16		Bid Security	<p>Bid shall include a Bid Security:</p> <ul style="list-style-type: none"> <li>• for an amount <b>Rs. 40,000.00.</b></li> <li>• issued by a licensed Commercial Bank in Sri Lanka acceptable to Employer using the form for bid security (unconditional guarantee) included in Section 9.1</li> <li>• remain valid till 77 days from the date of closing the tender. <b>(i.e. up to 17.03.2026).</b></li> </ul>
17		Pre-bid meeting / Site Visit	<p>The bidder should attend for a site visit which is <b><u>mandatory</u></b> scheduled to be held at <b>1000 hrs. on 19.12.2025.</b></p> <p>Maximum 03 persons from each company can attend the site visit / pre-bid meeting &amp; details of name, ID Nos. and vehicle Nos. should be sent to <b><i>jeta1project@ceypetco.gov.lk</i></b> for gate pass processing, two days prior to site inspection.</p>
31	4.4	Performance Security	<p>Amount of Performance Security (from a licensed Commercial Bank in Sri Lanka) required is 5 % of the Initial Contract Price.</p> <p>The form acceptable is given in this bid document</p>
	6.4	Late Completion	The amount to be paid is Rs. <b>0.05%</b> of Initial Contract Price per Day, subjected to maximum of <b>10 %</b> of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is <b>60 Days</b> from Taking Over.

33	10.3	Retention	<p>The amount of retention is <b>10 %</b> of certified work done.</p> <p>The maximum amount of retention is <b>5 %</b> of Initial Contract Price.</p>
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
	13.1 (c )	Insurance, third party	Minimum amount for third party insurance is <b>10% of the initial contract price</b>
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is <b>110% of the initial contract price.</b>
	1.1.11	Adjudicator	Delete
	14.0	Resolution of Disputes	Resolution of Disputes will be solely through Arbitration



## **Section – 6**

# **SPECIFICATIONS**

# Specifications (Scope of Works)

## 6.1 General

The work under this contract includes all labour, materials, tools, plant, and equipment necessary to complete the clearing, leveling, and compaction of approximately eight (08) acres of land situated at Muthurajawela. The purpose of this work is to prepare the site as a bare, level, and compacted area suitable for future development activities as directed by the Engineer. All operations shall be executed in accordance with this Scope of Work, the Specifications, and the Engineer's instructions.

## 6.2 Location of the Site

The project site is located within the CPC-owned land area at Muthurajawela. The site consists of approximately eight (08) acres of land covered with dense vegetation, including trees, shrubs, and undergrowth, and generally lies on soft to medium soil. The area may include low-lying and uneven ground conditions typical of the Muthurajawela region.

## 6.3 Description of Works

The major components of the works include, but are not necessarily limited to, the following:

### A. Site Clearing

- Cut, remove, and dispose of all vegetation, including trees, bushes, shrubs, grass, and weeds.
- Remove all roots, stumps, and other organic matter and remaining concrete foundation portions.
- Collect and transport all removed materials to a suitable location outside the CPC premises, identified by the Contractor, for the proper disposal of debris, demolished concrete, and other waste materials.

### B. Grading and Earthwork

- Level and dress the entire land surface to a flat land.

### C. Compaction

- Compact the prepared ground using suitable compaction equipment (roller or vibro compactor).
- The compacted surface shall be firm, stable, and free from irregularities, soft spots, or standing water.

#### **D. Final Dressing**

- Trim and finish the entire area to present a clean, uniform, and even surface ready for future construction activities.
- Remove all temporary heaps, debris, and waste materials from the site.

#### **6.4 Disposal of Materials**

All vegetation, organic soil, tree trunks, branches, and other waste materials generated during the clearing and grubbing process shall be removed from the site and disposed of at a location approved by the Engineer. No burning or open dumping will be permitted within or near the project boundary.

#### **6.5 Equipment and Methods**

The Contractor shall employ suitable machinery and methods for efficient execution of the works, including but not limited to:

- Hydraulic excavators, dozers, and loaders for clearing and leveling
- Tippers or dump trucks for transporting debris and soil
- Rollers or compactors for compaction
- Chainsaws or mechanical cutters for tree felling and stump removal

**All equipment shall be in good working condition and operated by competent personnel.**

#### **6.5 Environmental and Safety Requirements**

The Contractor shall take all necessary precautions to minimize environmental disturbance during the works, including:

- Prevention of dust generation and soil erosion
- Safe handling and transportation of debris
- Avoidance of contamination to nearby waterways or marsh areas
- Ensuring worker safety through the use of PPE and adherence to applicable safety regulations

**The Contractor shall comply with all instructions issued by the Engineer or relevant authorities regarding environmental protection and occupational health and safety.**

**Section - 7**  
**BILL OF QUANTITIES**

## BILLS OF QUANTITIES

Item No	Description	QTY	Unit	Amount (Rs.)
1	<b>Site Clearing</b>  Cut, remove, and dispose of all vegetation, including trees, bushes, shrubs, grass, and weeds. Remove all roots, stumps, and other organic matter and remaining concrete foundation portions.  Collect and transport all removed materials to a suitable location outside the CPC premises, identified by the Contractor, for the proper disposal of debris, demolished concrete, and other waste materials.	1	Lot	
2	<b>Grading and Earthwork</b>  Level and dress the entire land surface to a flat land.	1	Lot	
3	<b>Compaction</b>  Compact the prepared ground using suitable compaction equipment (roller or vibro compactor). The compacted surface shall be firm, stable, and free from irregularities, soft spots, or standing water.	1	Lot	
	<b>Final Dressing</b>  Trim and finish the entire area to present a clean, uniform, and even surface ready for future construction activities.  Remove all temporary heaps, debris, and waste materials from the site.	1	Lot	
	<b>2.5% SSCL</b>			
	<b>Sub Total 2</b>			
	<b>18% VAT</b>			
	<b>Grand Total</b>			

## **Section – 8**

### **DRAWINGS**



## **Section – 9**

### **STANDARD FORMS (BID)**

- **Bid Security**
- **Check list**

*Note :*

*The bidders are advised to use the information printed in Italic form and highlighted in this volume as a check list when submitting the bid. However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document. Failure to non-compliance with any of them may be a reason for rejection of the Bid.*



Notes on Standard Forms :

- *Bidders shall submit the completed Form of Bid Security/Bid Securing Declaration as appropriate in compliance with the requirements of the bidding documents.*
- Bidders should not complete the Form of Agreement at the time of preparation of bids.
- The successful bidder will be required to sign the Form of Agreement, after the award of contract.
- Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of the bidding documents should be incorporated into the Agreement.
- The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the bidders at the time of submission of bids.
- The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.

## **FORM OF BID SECURITY**

*[this 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]*

*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] (hereinafter called "the bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution 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"); or*
- (c) having been notified of the acceptance of its Bid by the Employer 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) the successful bidder furnishing the performance security, 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)]*

## ***CHECK LIST FOR BIDDERS***

***Bidders are advised to complete the following check list:***

<b><i>ITEM</i></b>	<b><i>ITB Clause</i></b>	<b><i>YES (tick)</i></b>	<b><i>REFERENCE</i></b>
<b><i>Form of Bid</i></b>			
<b><i>Addressed to the Employer ?</i></b>	<b><i>1.3.8</i></b>		
<b><i>Completed ?</i></b>	<b><i>1.3.8</i></b>		
<b><i>Signed ?</i></b>	<b><i>1.3.8</i></b>		
<b><i>Bid Security</i></b>			
<b><i>Addressed to the Employer ?</i></b>	<b><i>1.3.6</i></b>		
<b><i>Format as required ?</i></b>	<b><i>1.3.6</i></b>		
<b><i>Issuing Agency as specified ?</i></b>	<b><i>1.3.6</i></b>		
<b><i>Amount as requested ?</i></b>	<b><i>1.3.6</i></b>		
<b><i>Validity 28 days beyond the validity of Bid ?</i></b>	<b><i>1.3.6</i></b>		
<b><i>Qualification Information</i></b>			
<b><i>All relevant information completed ?</i></b>	<b><i>1.1.4</i></b>		
<b><i>Signed</i></b>	<b><i>1.1.4</i></b>		
<b><i>Addendum</i></b>			
<b><i>Contents of the addendum (if any) taken in to Account ?</i></b>	<b><i>1.2.3</i></b>		
<b><i>BID package</i></b>			
<b><i>All the documents given in ITB Clause 1.3.2 enclosed in the original and copy ?</i></b>	<b><i>1.3.2</i></b>		
<b><i>ITB Clause 1.4.1 followed before Sealing the Bid Package</i></b>	<b><i>1.4.1</i></b>		