



**CEYLON PETROLEUM CORPORATION**

**SUPPLY OF TYRES (315/80R x 22.5)**

**B/27/2026**

**BIDDING DOCUMENT**

**2026**

**CEYLON PETROLEUM CORPORATION**

**Bid for the Supply of Tyres (315/80R x 22.5)**

**Invitation to Bid**

**B/27/2026**

Ceylon Petroleum Corporation (CPC) at No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka, will receive sealed Bids from interested bidders for the supply of tyres.

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

## **TENDER NOTICE**

### **CEYLON PETROLEUM CORPORATION**

#### **SUPPLY OF TYRES (315/80R x 22.5)**

**B/27/2026**

The Chairman, Departmental Procurement Committee (DPC) of Ceylon Petroleum Corporation will receive sealed bids from reputed organizations for the supply of tyres.

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

Bidding documents can be obtained on working days between **0900 hrs. to 1500 hrs. up to 21.05.2026** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st. Floor, No. 609, Dr. Danister De Silva Mwt., Colombo 09, on a written request, after payment of non-refundable fee of Rs. 1,000.00 (Rs. 826.79 + 2.5% SSCL + 18% VAT) to CPC.

All Bids should be accompanied by a Bid Security amounts to Rs. 27,000.00.

The Bid will be closed at **1400 hrs. on 22.05.2026** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid. .

Bids may be sent by post under registered cover or may be deposited in the tender box kept in the office of Manager (Procurement & Stores) at the above address.

Clarification (if any) shall be sought from Manager (Procurement & Stores) over the Telephone No.. 0117296336 or e-mail : [dmgr.procurement@ceypetco.gov.lk](mailto:dmgr.procurement@ceypetco.gov.lk)

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

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## 01. INSTRUCTIONS TO BIDDERS (ITB)

### 1.1 Introduction

1.1.1 The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation (CPC), is calling Bids from the reputed suppliers for the supply of tyres on Ex-stock basis.

### 1.2 Eligibility Criteria

1.2.1 Bidder should not be blacklisted.

1.2.2 Bidder shall have carried out previous contracts of similar nature supplies at least having contract values of Rs. 3.0 million for past 03 years (2025,2024,2023)

### 1.3 Basis of Bid

1.3.1 Bids are to be forwarded on the basis of Ex-stock for the supply of tyres to CPC.

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

### 1.4 Content of Bidding Documents

1.4.1 Bidding Document will consist of the following:

- a) Instructions to Bidders (ITB)
- b) Conditions of Contract (COC)
- c) Technical Specification
- d) Schedule of Prices
- e) Form of Bid
- f) Format for Bid Security Guarantee
- g) Form of Agreement
- h) Format for Performance Guarantee

### 1.5 Documents to accompany the Bid

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

1.5.2 **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) Previous supply records at least Rs. 3.0 million for past 03 years (Proof document should be provided)
- (b) Schedule of Prices duly completed and signed.
- (c) Form of Bid (Annexure- A) duly completed and signed.
- (d) Bid Security Guarantee (as per Annexure B).
- (e) Delivery schedule
- (f) Technical data sheets including proof document for mileage warranty

## **1.6 Sealing and marking of Bids**

- 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 SUPPLY OF TYRES**" (the Invitation to Bid title) on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs. on 22.05.2026**" and shall be addressed to:

Chairman,  
Procurement Committee,  
Bid for the Supply of Tyres ,  
Procurement & Stores Function,  
Ceylon Petroleum Corporation,  
1<sup>st</sup> Floor,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.  
Tel: 011 - 7296336

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

## **1.7 Validity Period of Bids**

- 1.7.1 All offers shall be valid for a **minimum period of Forty Nine (49) days (i.e. upto 09.07.2026)** from the closing date of the Bid. Bidders should however, clearly indicate the maximum period that their offers would be valid. **A Bid valid for a shorter period will be rejected as non-responsive.**
- 1.7.2 Prices indicated in the Schedule of Prices, shall be firm and shall not be subject to any price variation within the period of validity stated in (1.7.1) above.

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

- 1.8.1 The Bidder shall prepare an **Original and a Duplicate** of the Bid specified above, clearly marking as, "**BID FOR THE SUPPLY OF TYRES**" – **Original** and **Duplicate** as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.8.2 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 literature shall be initialled by the person(s) signing the Bid.**

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

## **1.9 Deadline for Submission of Bids**

1.9.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified under ITB Clause 1.6 not later than the time and date stipulated in clause 1.12.

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

## **1.10 Late Bids**

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

## **1.11 Modification, Substitution & Withdrawal of Bid**

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

1.11.2 The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

1.11.2.1 The Bidders shall provide an Original and a Duplicate, as specified in the ITB clause 1.8 of any modifications to his Bid, clearly identified as such in two envelopes, duly marked "**BID FOR THE SUPPLY OF TYRES**". The envelopes shall be sealed in an outer envelope, duly marked "**BID MODIFICATIONS**".

1.11.3 A Bidder wishing to withdraw his Bid, shall notify the CPC in writing prior to the deadline prescribed for the submission of Bid. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bid. The notice of withdrawal shall be addressed to the address given in sub-clause 1.6.1 bearing the Bid name and the words "**BID WITHDRAWAL NOTICE**". Bid withdrawal notices received after the deadline for submission of Bid will be ignored, and the submitted Bid will deem to be valid.

## **1.12 Closing of Bids**

1.12.1 Bid, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach the address given in sub-clause 1.6.1 above not later than 1400 hrs. Sri Lanka local time on **22.05.2026**. If the Bidders or their representatives choose not to send their Bid under Registered Cover, they could deposit such Bids in the Tender Box provided for this purpose at the office of the Manager (Procurement & Stores), Procurement & Stores Function, Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mwt., Colombo 09.

### **1.13 Opening of Bids by CPC**

- 1.13.1 Bids, will be opened immediately after the closing date and time fixed for receipt of Bid, at the above address or such other place as arranged if the Manager (Procurement & Stores)'s office is not available.
- 1.13.2 The Chairman Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.
- 1.13.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security Guarantee and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bid will not be entertained and will be returned unopened to the Bidder.
- 1.13.4 Bid (and modifications sent pursuant to ITB Sub Clause 1.11) that are not opened will not be considered for evaluation, regardless of the circumstances.

### **1.14 Bid Security Guarantee**

- 1.14.1 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 Bank Guarantee issued / confirmed by a Licensed Commercial Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rupees Twenty Seven Thousand only (Rs. 27,000.00).
- 1.14.2 The Bid Security Guarantee should be valid for Seventy Seven (77) days (i.e. up to 06.08.2026) 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.
- 1.14.3 Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security Guarantee of the successful Bidder will be returned only after receipt of the **Performance Guarantee**.

### **1.15 Schedule of Prices**

- 1.15.1 Bidders are also required to duly sign and return the Schedule of Prices indicating their offers in detail together with the Pro-forma Invoice.
- 1.15.2 Bidders are required to indicate the amount of SSCL & VAT separately (if applicable) with VAT Registration No.
- 1.15.3 Prices not submitted on the prescribed form and in the manner required are liable for rejection.

## **1.16 Corrections of Errors**

1.16.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
- (c) If the total Bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the Bid price in consultation with the Bidder.
- (d) If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the Bidder and shall be considered as binding upon the Bidder.
- (e) If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

## **1.17 Procurement Committee's right to accept or reject any or all Bid**

1.17.1 The Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.

1.17.2 The Procurement Committee reserves the right to reject any or all Bid or any part thereof, without adducing any reasons. The Procurement Committee may accept any or all items of an offer, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.

1.17.3 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of the Procurement Committee.

## **1.18 Award Criteria**

1.18.1 The Procurement Committee will award this contract for Tyres to the successful Bidder, whose Bid has been determined to be substantially responsive lowest evaluated Bid, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

1.18.2 The successful Bidder/s will be called upon to Supply to CPC, Tyres conforming to period of delivery as per clause 2.4.1 of COC. The successful Bidder will be called upon to enter into an Agreement with CPC. A specimen Form of Agreement is attached as Annexure- C.

## 02. CONDITIONS OF CONTRACT (COC)

### 2.1 Performance Guarantee

- 2.1.1 The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a Licensed Commercial Bank in Sri Lanka, in a sum equivalent to 10% of the value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure - D.
- 2.1.2 If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
- 2.1.3 The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
- 2.1.4 The Performance Guarantee shall be in favour of the CPC, and shall be valid for a period not less than Ninety (90) days from the date of anticipated final delivery.

### 2.2 Mode of Payment

- 2.2.1 Payment shall be made within 30 days after delivery and acceptance by CPC.

### 2.3 Defaults by Successful Bidder

- 2.3.1 If the successful Bidder, defaults in the supply or otherwise commits a breach of any of the provisions in the Contract with CPC for the supply of Tyres according to the Technical Specifications the CPC has the right to forfeit the performance guarantee of the Supplier.
- 2.3.2 Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A form of Bid, as Annexure - 'A' is attached.

### 2.4 Delivery

- 2.4.1 Tyres should be delivered to CPC at Aviation Katunayake within **one (01) month** from the date of Order Confirmation.

### 2.5 Force Majeure

- 2.5.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion, Revolution, Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the sale.

## **2.6 Liquidated Damages**

Liquidated Damages amounts to Rs. 1/2000 of the contract value will be levied per each day delayed beyond the period of delivery specified in the contract up to a maximum of 10% of initial contract price.

## **2.7 Termination**

The purchaser may at any time terminate the contract by giving written notice to the supplier, if the Supplier breach of any of the provisions in the contract with CPC for the Supply of Tyres or becomes bankrupt or otherwise insolvent. In this event, termination will be done without compensation to the Supplier, provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **2.8 Arbitration**

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

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

### 03. TECHNICAL SPECIFICATION

1. Bidder shall be quote only for reputed and good quality C.P.C. recommended brands of tyre with proven track records.
2. Preference will be given to Japanese, European, Indonesian, Korean, Taiwan, Indonesian, Thailand, or USA makes.
3. Economical mileage shall be considered during the evaluation.
4. Bidder to provide past supply records.
5. Necessary documents and literature should be provided.
6. The item should be delivered to Aviation Function, of C.P.C at B.I.A. Katunayake.
7. It is necessary to fill the following details with technical specification, by the bidder.

#### 3.1 Technical Specification for tyres of Mercedes Benz Road Bridges (315/80R 22.5)

Specification	CPC Requirement			
		Option - 01	Option - 02	Option- 03
Brand	Specify			
Country of Origin	Japanese, European, Korean, Taiwan, Indonesian Thailand, or USA			
Country of Manufacture	Japanese, European, Korean, Taiwan, Indonesian Thailand, or USA			
Load indices	154/152			
Speed Symbol	L/M			
Date of Manufacture	Within one (01) year at the purchasing date			
Tread Pattern	RIB			
Warranty (mileage)	40,000 KM			
Price	Specify			

#### 04. SCHEDULE OF PRICES

No.	Item Description	Qty	Unit Price (Rs.)	Total Price (Rs.)
01.	Tyres (315/80R 22.5)	20 Nos.		
Sub Total - 1				
Discount				
Sub Total – 2				
Add: (.....%) SSCL				
Sub Total - 3				
Add : (....%) VAT				
Grand Total				

Name of the Bidder : .....

Address : .....

.....

.....

Tele/E-mail : .....

Signature of Bidder : .....

VAT Registration No. : .....

## ANNEXURE (A) - FORM OF BID

**To:** The Chairman  
Procurement Committee,  
Ceylon Petroleum Corporation  
1<sup>st</sup> Floor,  
No. 609, Dr. Danister De Silva Mwt.,  
Colombo 09.  
SRI LANKA

**From:** .....

.....

.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract, for the supply of Tyres, we offer to complete the whole of said services in conformity with the said document.
- A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.
- A-3 We understand you are not bound to accept the lowest or any Bid you may receive.
- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding document.
- A-5 We agree to abide by this Bid for the period of Forty Nine (49) days from the date of opening of the same. Bid Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6 We agree to be bound by the Bid, Bid Conditions, and Performance Guarantee.
- A-7 We affirm that the said items will be delivered within **one (01) month** after we receive notice of acceptance of our Bid. (Order Confirmation)

A-8 We offer the lump sum fixed price of (Sri Lanka Rupees .....  
.....(in words) .....for Supply of Tyres to CPC as detailed out in this Bidding document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this ..... day of .....2026 in the capacity of

..... duly authorized to sign

Bid for and on behalf of :

Signature .....

Name .....

Address .....  
.....  
.....

Witnesses:

1. Signature: .....

2. Signature: .....

Name: .....  
.....

Name: .....  
.....

Address : .....  
.....  
.....

Address: .....  
.....  
.....

## 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 and address of Employer/ Supply]

**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/ Supply 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)]

## **ANNEXURE (C) - FORM OF AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by and between **CPC** established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No. 609, Dr. Danister De Silva Mwt., Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and \_\_\_\_\_ of \_\_\_\_\_ a Company duly incorporated & having its registered Office at \_\_\_\_\_ (hereinafter called the “Agent” which terms of expression as herein used shall where this context so requires and admits mean & include the \_\_\_\_\_ & its successors & assigns) of the other part.

**Whereas the CPC is desirous that the Goods known as the Supply of Tyres, should be supplied by the Contractor, and has accepted a Bids by the Contractor for the supply of such goods, and the remedying of any defects therein.**

The CPC and the Agent agree, as follows: -

In the Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Agent’s scope of work hereinafter referred to.

The following documents shall be deemed to form and be read and construed as a part of this Agreement.

- **Letter of Acceptance dated \_\_\_\_\_.**
- **The Technical Specifications**
- **The Bid dated \_\_\_\_\_.**
- **The Conditions of Contract**
- **The Completed Schedules and**
- **The Agent's Proposal**

In consideration of the payments to be made by the CPC to the Agent as hereinafter mentioned, the Agent hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

The CPC hereby covenants to pay the Agent in consideration of the Supply and the remedying of defects therein, the agreed Price or such other sum as may become payable under the provisions of the Agreement the times and in the manner prescribed by the Agreement.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

<b>Authorized Signature of the Chairman of CPC</b>		<b>Authorized Signature of the Contractor</b>	
<u>In the presence of</u>		<u>In the presence of</u>	
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Address</b>		<b>Address</b>	

## ANNEXURE (D) – FORMAT OF 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 ....., 2026 [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)]