



BIDDING DOCUMENT

FOR

**TINKERING & PAINTING DAMAGED AREAS OF
HYDRANT DISPENSERS AT BIA KATUNAYAKE**

B/29/2026

CEYLON PETROLEUM CORPORATION

2026

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INVITATION FOR BIDS
Ceylon Petroleum Corporation
(Ministry of Energy)
Tinkering & Painting damaged areas of Hydrant Dispensers
at BIA, Katunayake
B/29/2026

1. The Chairman, **Departmental Procurement Committee (DPC)** on behalf of the **Ceylon Petroleum Corporation** invites sealed bids from eligible and qualified bidders for **Tinkering & Painting damaged areas of Hydrant Dispensers at BIA, Katunayake** as described below and estimated to cost **Rs.4 million (approx.)**
2. The period for this work is **Eight (08) month.**
3. All offers shall be valid for a minimum period of Seventy-Seven (77) days from the closing date of the Bid (i.e. up to 18.08.2026).
4. To be eligible for Contract award, the successful bidder shall not have been blacklisted and shall meet the **CIDA Registration C7 and C6.**

“Bidding will be conducted through National Competitive Bidding (NCB). Since the Total Cost Estimate of this procurement is below Rs. 50 Mn., regional preference and CIDA grade preference shall apply as stipulated in Public Finance Circular No. 04/2016 (ii)”
5. Bidding Documents can be obtained on working days between 0900 hrs. to 1500 hrs. up to 02.06.2026 from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 or download from CPC website, i.e - <http://ceypetco.gov.lk/public-tenders/> after payment of non-refundable fee of Rs. 2,000.00 (Rs. 1,653.58 + 2.5% SSCL +18% VAT) to CPC.
6. The Bid will be closed **at 1400 hrs. on 03.06.2026** 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. As per the Public Contract Act No, 3 of 1987, the Prospective Bidders shall be registered in Department of Registrar of Companies through <https://eroc.drc.gov.lk/> website and submit PCA 3 certificate along with their Bid.

The address referred to above is:

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 – 1

INSTRUCTIONS TO BIDDERS (ITB)

Notes :

Instructions to Bidders shall be read in conjunction with the Section 5 – Schedule, which shall take precedence over Instruction to Bidders.

Instructions to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

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

Section 1

1. INSTRUCTIONS TO BIDDERS

Instructions to Bidders applicable for this contract are that given in section-1 of the Standard Bidding Document for procurement of works, ICTAD Publication No.ICTAD/SBD/03, January 2007, published by the Institute for Construction Training and Development[ICTAD], “Savsiripaya”, Wijerama Mawatha, Colombo 07.

This publication will not be issued with the Bidding Document and Bidder is advised to purchase it from ICTAD.

Section – 2

STANDARD FORMS (CONTRACT)

- *Letter of Acceptance*
- *Agreement*
- *Performance Security*
- *Advance Payment Security*
- *Retention Money Guarantee*

Note :

The bidders are advised to use the information printed in blue in this volume as a check list when submitting the bid. 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 preparation of bids.
- The successful bidder will be required to provide these securities in compliance with the requirements herein or an acceptable to the Employer.

Notes on Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clause 1.6.3 of the Instructions to Bidders. This Form of Letter of Acceptance should be filled in and sent to the successful bidder only after evaluation of Bids and after obtaining approval from the relevant authority.

2.1 FORM OF LETTER OF ACCEPTANCE

[Letter heading paper of the procuring entity]

..... *[date]*

To: -----

[name and address of the Contractor]

This is to notify you that your bid dated ----- *[insert date]* for the construction and remedying defects of the ----- *[name of the Contract and identification number]* for the Contract price of -----*[name of currency]*-----*[amount in figures and words]* as corrected in accordance with Instructions to Bidders and/ or modified by a Memorandum of Understanding, is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

The Start Date shall be: *(fill the date as per Conditions of Contract).*

The amount of Performance Security is : *(fill the date as per Conditions of Contract).*

The Performance Security shall be submitted on or before *(fill the date as per Conditions of Contract).*

Authorized Signature :

Name and title of Signatory :

Name of Agency :

2.2 FORM OF AGREEMENT

This AGREEMENT made the [day] of [month] 200 [year], between [name and address of Employer] (hereinafter called and referred to as “the Employer”), of the one part, and [name and address of Contractor] (hereinafter called and referred to as “the Contractor”), of the other part:

WHEREAS the Employer desires that the Contractor execute [name and identification no of Contract] (hereinafter called and referred to as “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and remedying of any defects therein.

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to.
2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execute and complete the Works and remedy any defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year aforementioned, in accordance with laws of Sri Lanka.

.....
Authorized signature of Contractor

.....
Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:

Witnesses :

1. Name and NIC No.
Signature
Address
2. Name and NIC No.
Signature
Address

2.3 FORM OF PERFORMANCE SECURITY (Unconditional)

.....
[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]
(hereinafter called " the Contractor") has entered into Contract No.....[reference
number of the contract] dated.....with you, for theinsert "Construction"
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],
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, 28
days beyond the Intended Completion Date] and any demand for payment under it must be
received by us at this office on or before that date.

[Signature(s)]

2.4 FORM OF ADVANCE PAYMENT SECURITY

.....[Name and address of Agency, and Address of Issuing Branch or Office]

Beneficiary:[Name and Address of Employer]

Date :

ADVANCE PAYMENT GUARANTEE No.:.....

We have been informed that[name of Contractor] (hereinafter called “the Contractor”) has entered into Contract No.....(*reference number of the contract*) dated.....with you, for the Construction of[*name of contract and brief description*] (hereinafter Called “the Contract).

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum.....[*amount in figure*] (.....)[*amount in words*] is to be made against an advance payment guarantee.

At the request of the Contractor, we.....[*name of issuing agency*] Hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....[*amount in figures*] (.....) [*amount in words*] 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 in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on.....[*Insert the date, 28 days beyond the expected expiration date of the Contract*]

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

[Signature(s)]

⁴ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract.

2.5 FORM OF RETENTION MONEY GUARANTEE

.....[Issuing Agency's
Name, and Address of Issuing Branch or Office]

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

Date :

RETENTION MONEY GUARANTEE No.:.....

We have been informed that[name of Contractor]
(hereinafter called "the Contractor") has entered into Contract No.....[reference
number of the contract] dated.....with you, for the execution of[name of
contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the works
have being taken over and the first half of the Retention Money has been certified for payment,
payment of the second half of the Retention Money may be made against a Retention Money
guarantee.

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 words⁵] 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 under the Contract because the
Contractor has not attended to the defects in accordance with the Contract.

This guarantee shall expire, at the latest,.....[insert 28 days after the end of
the defects liability period]. Consequently, any demand for payment under this guarantee must
be received by us at this office on or before that date.

[Signature(s)]

⁵ The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

Section – 3

CONDITONS OF CONTRACT

*Conditions of Contract shall be read in conjunction with the
Section 5 – Schedule, which shall take precedence over the
Conditions of Contract.*

Section – 3

3.0 GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract applicable for this contract are that given in section-1 of the Standard Bidding Document for procurement of works, ICTAD Publication No.ICTAD/SBD/03, January 2007, published by the Institute for Construction Training and Development[ICTAD], “Savsiripaya”, Wijerama Mawatha, Colombo 07.

This publication will not be issued with the Bidding Document and Bidder is advised to purchase it from ICTAD.

General Conditions of contract shall be read in conjunction with schedule provided under Section 5 of the Bidding Document.

Section - 4

FORM OF BID AND QUALIFICATION INFORMATION

Note :

The Form of Bid and Qualification Information included in this publication are samples. The Procuring Entity may modify the Qualification Information and include the Form of Bid and Qualification Information as Section 4 in Volume 2 before issuance of the Bidding Documents.

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.

Section - 4

4.1 FORM OF BID

Note: Prior to issue of the bidding documents, the Employer should insert relevant data for all items marked with an asterisk ().*

Name of Contract: *Tinkering and Painting Damaged areas of Hydrant Dispensers at
Katunayake*
To : *Ceylon Petroleum Corporation*

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 :

Witness:.....

4.2 Qualification Information (SPECIMEN)

Note: Prior to issue of the bidding documents, the Employer should insert relevant data for all items marked with an asterisk (*).

(to be completed by the bidder and submitted with the Bid)

	Eligibility Requirement	Bidder's Qualification
ICTAD Registration		
<i>Registration number</i>		
<i>Grade</i>	Not applicable	
<i>Specialty</i>	<i>Experience on internal coating of fuel bowsers</i>	
<i>Expiry Date</i>		
Backlisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT Registration Number		
Work Program	(attach as annex)	
Legal status	Public company/Private Company/Partnership/Sole proprietor	
	Eligibility Requirement	Bidder's Qualification
Qualification and experience of key staff	Category, Experience and Qualifications <i>(Insert requirement)*</i>	Required Nos.*
	1	
	2	
	3	
List Other information required		

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 a ambiguity, the provisions in Section 5 – Schedule shall supersede these 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.

Note :

The Schedule included herein are samples only. The Employer shall fill the necessary information and include them as Section 5 in Volume 2 before issuing the Bidding documents.

Section – 5

5. SCHEDULE

ITB Clause	Conditions of Contract Clause	Item	Data
1	1.1.8	Employer is :	Name : Ceylon Petroleum Corporation Address: No. 609, Dr. Danister de Silva Mawatha, Colombo 09.
	1.1.10	Engineer is:	Name : To be named after award of the Contract
1 & 13	1.1.21	Summary of Works	The Works consists of: Tinkering and Painting Damaged areas of Hydrant Dispensers at Katunayake Located at : Aviation, Katunayake Contract Name: Tinkering and Painting Damaged areas of Hydrant Dispensers at Katunayake. Contract Number : 400046916
1	1.1.14	Intended Completion Date	Intended Completion Date is 8 months from the Start Date
2		Source of Funds	The source of funds is : Ceylon Petroleum Corporation
1.1.4.		Eligibility	The requirement is: Shall have experience of tinkering & painting of fuel hydrant dispensers
12		Documents of the Bid	Any other information
13	10.10	Price Adjustment	Price adjustment is not applicable in this contract

ITB Clause	COC Clause	Conditions Of Contract Clause	Item
16		Bid Security	<p>Bid shall include a Bid Security:</p> <p>* for an amount Rs. 50,000.00</p> <p>issued by a licensed Commercial Bank in Sri Lanka and acceptable to Employer using the form for bid security (unconditional guarantee) included in included in Section 9.1</p> <p>remain valid till One Hundred and Five (105) days from the date of deadline for bid submission (up to 15.09.2026).</p>
31	4.4	Performance Security	<p>Amount of Performance Security required is 5% of the Initial Contract Price.</p> <p>The form acceptable is given in this tender document</p>
	6.4	Late Completion	<p>The amount to be paid is Rs 5000.00 per each day delayed for a bowser subject to maximum of 10 % of Initial Contract Price. [Refer IFB, clause ii for delivery schedule]</p>
	8.1	Notification of Defects.	<p>The period for Defect Notification is 365 Days from Taking Over.</p>
	10.3	Retention	<p>The maximum amount of retention is 5 % of Initial Contract Price to be retained for a period of 1 year.</p>

ITB Clause	COC Clause	Item	Data
	10	Payments	The amount of advance shall be equivalent to 20% of the Initial Contract Price. There will be no interim or monthly payments. Contractor will be paid only after completion of works of each bowser up to 95%.
		Advance Payment	The advance payment shall be repaid by deducting proportionate amounts at completion of work of each bowser.
	13.1	Insurance, third Party	Minimum amount for third party insurance is 10% of the initial contract price
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is 110% of the initial contract price.
33	1.1.11	Adjudicator	Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.
	14.0	Resolution of Disputes	

Section – 6
SPECIFICATIONS

Section – 6

SPECIFICATIONS

SCOPE OF WORKS

General

- Work Site is located within a high security zone, all the required documents for entry passes shall be provided by the contractor. CPC will assist selected contractor to get necessary approvals from AASL and other stake holders.
- Cost for the entry passes for its personnel, vehicles and construction equipment shall be borne by the contractor.
- All processes employed by the Contractor and all machineries & equipment used shall confirm to the requirements of the Occupational Safety and Health Act of Sri Lanka.
- Contractor shall adhere to CPC, AASL and ICAO, HSE requirements.
- Necessary PPEs shall be used by the contractor.
- Site visit prior to Bid is mandatory.

Contact details for Site visit:

**Manager (Procurement & Stores), Procurement & Stores Function, 1st Floor,
No. 609, Dr. Danister De Silva Mw., Colombo 09.
Tel : 011-7296336**

CPC Aviation Katunayake

**Manager (Aviation-Operations) Tel: 0115855412, 0714225567 email:
mgr.avi@ceypetco.gov.lk**

Officer Engineering Tel: 0771382278, email:.milinda.r@ceypetco.gov.lk

- Details of the contractor's team and vehicles shall be provided at least one day prior to the site for the Entry passes arrangements for Airport.
- Bidder should have the experience of at least one job of similar nature (1 K and 2K paints) and its details shall be provided with the quotation.
- 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.
- The selected contractor shall prepare and submit work schedule for the work.
- Normal Working Hours : 0800 hrs to 1800 hrs during calendar dates of contract period. Upon CPC approval, contractor may work beyond normal working hours.
- Electricity & Compressed air will be provided by CPC.

Section – 7

BILLS OF QUANTITIES (BOQ)

Notes : *In preparation of the bidding document the users are advised to;*

- (1) Include appropriate Preliminary Bill Items as Bill No. 01 in accordance with ICTAD Publication No. ICTAD/ID/04.*
- (2) Allow provision for the bidders to include the VAT Component separately and instruct them not to carry the VAT component to the Form of Bid.*
- (3) Advise the bidders that any discount offered will not be considered for Provisional Sum Items.*

PREAMBLE

INTRODUCTION

Bidders shall be deemed to have read the specifications and other sections of the bid document and ascertain the full scope of the requirements included in each item, prior to filling in the Bid Prices for various sections of the works entered. Bid Price shall be deemed to include overheads and profit.

If the Bidders are unclear or uncertain as to the Scope of any item, they shall seek clarification in accordance with the Instructions to Bidders, in the Bidding documents, prior to submitting their Bids.

PRICING

Prices shall be filled in indelible ink, and the Bidders shall initial any alterations, due to errors etc. Prices shall be fixed and not subject to adjustments.

The Bid Prices shall be quoted in Sri Lanka Rupees (SLR), for each item. Bidders shall complete each appropriate column in the BOQ. Prices given in the schedules against each item shall be for the full scope covered by that item as proposed by the Bidders in compliance with the specifications.

Where there are discrepancies in the total amounts, under the columns the former will prevail and the latter will be corrected accordingly.

Where there are errors between the sub total amounts and the amounts given in Grand summary sheet, the former shall prevail and the latter will be corrected accordingly.

Items left blank will be deemed to have been included in other items. The sub total amounts and the total for the grand summary shall be deemed to be the total price for executing the facilities and sections thereof, in complete accordance with the contract, whether or not each individual item has been priced.

Taxes payable (if any) in the performance of the contract shall separately be included in the prices quoted under each item with relevant breakdowns.

If bidder prices BOQ item No.2, the bidder should specify the item.

BILLS OF QUANTITIES (BOQ)

Tinkering and Painting Damaged areas of Hydrant Dispensers at BIA Katunayake					
Item No	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.) [Rate x Qty]
1	Preliminary and General				
1.1	Allow for Mobilization and Demobilization of plant, vehicles and equipment. Site entry passes to be arranged by the contractor for staff, vehicle, equipment & machineries from AASL & other relevant authorities.	Item	1.0		-
2	Tinkering of Hydrant Dispensers (HD s) as small repairs at relevant damage places of Floor Board , Hydrant Module , Front Windscreen frame , Hood and Hood frame of the cab upto the required standard of Aviation function.				
2.1	HD 4	Item	1.0		-
2.2	HD 7	Item	1.0		-
2.3	HD 8	Item	1.0		-
2.4	HD 11	Item	1.0		-
2.5	HD 12	Item	1.0		-
3	Painting of Hydrant Dispensers as small repairs at relevant damage places of Floor Board , Front Windscreen frame , Hood and Hood frame of the cab upto the required standard of Aviation function.It Shall be painted according to the CPC color scheme (Red & White) after levelling the tinkered areas by application of potty filler (2 K Paints)				
3.1	HD 4	Item	1.0		-
3.2	HD 7	Item	1.0		-
3.3	HD 8	Item	1.0		-
3.4	HD 11	Item	1.0		-
3.5	HD 12	Item	1.0		-

Item No	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.) [Rate x Qty]
4	Painting of Chassis as small repairs at relevant damage places of Hydrant Module of the cab upto the required standard of Aviation function.It Shall be painted according to the CPC color scheme (Grey) after levelling the tinkered areas by application of potty filler (1 K Paints)				
4.1	HD 4	Item	1.0		-
4.2	HD 7	Item	1.0		-
4.3	HD 8	Item	1.0		-
4.4	HD 11	Item	1.0		-
4.5	HD 12	Item	1.0		-
5	Items not covered under this BOQ but necessary for completion of the works.(Bidder to Specify details including rates & quantities)	Provisional Sum	1.0		-
	Sub Total (1)				-
	2.5% SSCL				
	Sub Total (2)				
	18% VAT				-
	Grand Total				-

Total Amount in words:-

.....

Name of Bidder :-

VAT Registration No:-.....

Address :

.....

.....

.....

Date

.....

Signature of the Bidder

Section – 8

DRAWINGS

Notes :

There are no 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.

9.1 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)]

9.2 CHECK LIST FOR BIDDERS

Bidders are advised to complete the following check list:

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