



## **CEYLON PETROLEUM CORPORATION**

*(Established by Parliamentary Act Number 28 Of 1961)*

### **COLD CUTTING OF FLOATING ROOF AND SLUDGE REMOVAL OF CRUDE OIL STORAGE TANK NO. 2 AT SAPUGASKANDA REFINERY**

**PL/34/2026**

### **BIDDING DOCUMENT**

CEYLON PETROLEUM CORPORATION  
P.O.BOX: 11  
REFINERY DIVISION  
SAPUGASKANDA  
SRILANKA.

Telephone : +94 11 400427-9

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**CEYLON PETROLEUM CORPORATION**  
**INVITATION FOR BIDS**

**COLD CUTTING OF FLOATING ROOF AND SLUDGE REMOVAL OF CRUDE OIL  
STORAGE TANK NO. 2  
AT SAPUGASKANDA REFINERY**

**PL/34/2026**

1. The Chairman of the Department Procurement Committee (DPC) on behalf of the Ceylon Petroleum Corporation (CPC) now invites sealed bids from eligible and qualified bidders for cold cutting and removal of collapsed floating roof of crude oil storage tank no. 2 at Sapugaskanda Refinery.
2. The site is situated at the Oil Refinery Premises, Sapugaskanda, Kelaniya, Sri Lanka, located approximately 17 kilometers by road from Colombo.
3. Bidding will be conducted through International Competitive Bidding (ICB).
4. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet the following requirements,
  - a) Bidder/Partner in Charge of JV shall have minimum 5 years of proven experience in cold cutting operations inside confined spaces, specifically in hydrocarbon storage tanks and,
  - b) Bidder/Partner in Charge of JV shall have experience of carrying out at least one similar project having work of value of more than 200 million LKR or equivalent amount in foreign currency (According to the estimation) within past 5 years.
  - c) Average annual volume of work performed in the last five years shall be at least LKR 400 million or equivalent amount in foreign currency.
5. Interested eligible bidders may obtain further information from Deputy Engineering Manager (Planning), Ceylon Petroleum Corporation, Refinery Division, P.O. Box.11, Kelaniya, Sri Lanka, (Tel. +94 112401359 and Tele Fax: +94 11 2401359 and Email: [dasun.u@ceypetco.gov.lk](mailto:dasun.u@ceypetco.gov.lk)) and inspect the bidding documents free of charge during any working days from 0900 hrs. to 1500 hrs. However, the bidders can also inspect the bidding document (excluding drawings) from CPC website; [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk). Bidding Document available on the web is only for viewing purposes, and Bids shall be submitted using Hard Copy of the Bidding Document purchased from CPC.
6. A complete set of Procurement Documents in English language may be purchased by interested bidders on the submission of a written request to the Deputy Engineering Manager (Planning), Ceylon Petroleum Corporation, Refinery Division, P.O. Box.11, Kelaniya, Sri Lanka, from 20/05/2026 until 30/06/2026 from 09:00 hours to 15:00 hours Sri Lanka local time (GMT+5:30) on normal working days upon payment of a non-refundable tender fee of Rs.25,000/-.

7. A Pre bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the bidding at 10:00 hrs. Sri Lanka local time (GMT+5:30) on 17/06/2026 at the Main Conference Room of CPC Refinery Ceylon Petroleum Corporation, Refinery Division, P.O. Box.11, Kelaniya, Sri Lanka.
8. Bids shall be delivered in duplicate to the office of the Department Procurement Committee, Manager (Procurement & Stores), Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka on or before 14:00hrs Sri Lanka local time (GMT+5:30) on 01/07/2026. Bids will be opened immediately thereafter at the office of Manager (Procurement & Stores) in the presence of the authorized representatives of the bidders who chose to attend. Late Bids will be rejected.
9. All bids shall be accompanied by a Bid Security of LKR 1,935,000.00 (Sri Lanka Rupees One Million Nine Hundred Thirty-Five Thousand Only or USD 6,010.00 (US Dollars six thousand ten only). Bid Security shall be valid up to 25/11/2026) (56 days beyond the Bid/Proposal validity date)

**Chairman**

Department Procurement Committee,  
Ceylon Petroleum Corporation,  
01st Floor,  
No. 609, Dr. Danister De Silva Mwt.,  
Colombo 09.  
Tele: 5455330, 5666225  
Fax: 5455424

**SECTION 1**  
**INSTRUCTIONS TO BIDDERS**

VIEWING PURPOSE ONLY

## **INSTRUCTIONS TO BIDDERS**

Instructions to Bidders applicable to this contract are that given in Section-I of the Standard Bidding Document for Procurement of Works - Major Contracts. ICTAD Publication No. **ICTAD/SBD/02, Second Edition, January 2007**, published by the Construction Industry Development Authority (CIDA), "Savsiripaya", Wijerama Mawatha, Colombo 07.

- This publication will not be issued with the Bidding Document and the Bidder is advised to purchase it from CIDA.
- Instructions to Bidders shall be read in conjunction with the Bidding Data provided under Section-2 of the Bidding Document.
- Instructions to Bidders will not be a part of the contract and will cease to have effect once the Contract is signed.

**SECTION – 2**  
**BIDDING DATA**

*This section shall be read in conjunction with Section I – Instructions to Bidders, and is intended to provide specific information in relation to corresponding clauses in Section I. Whenever there is a discrepancy, the provisions in Section 2 – Bidding Data shall supersede those provided in the Section I - Instructions to Bidders.*

**BIDDING DATA****Instructions to Bidders****Clause****Reference**

- 1.1 Employer's Name and Address:**  
Ceylon Petroleum Corporation,  
No 609,  
Dr. Danister de Silva Mawatha,  
Colombo 09
- 1.1 Scope of work**  
The works consist of safe **cold cutting, sectioning, removal, and disposal of a collapsed internal floating roof and removal of accumulated sludge from crude oil storage tank no. 02** of 67 meters diameter and 14.63 height, Located at the Oil Refinery Premises, Sapugaskanda, Kelaniya, Sri Lanka, approximately 17 kilometers by road from Colombo.
- 1.2 Time for Completion**  
The Time for Completion for the whole work shall be **6 months (180 days)**.
- 4.1 Qualification Information**  
The following information shall be provided in Section 9 - Schedules:
- ICTAD (CIDA) registration
  - Registration number
  - Grade
  - Specialty
  - Expiry date
  - Copy of Business Registration of the Company/ies
  - VAT registration number (if applicable)
  - Attach construction program
  - Attach legal status (Sole proprietor, Partnership, Company, etc.)
  - Attach authentication for signatory in the form of Power of Attorney
  - Experience in works of a similar nature (cold cutting/ tank demolishing, fabrication) last five years
  - Project equipment
  - Staffing
  - Job Safety Analysis (JSA), Risk Assessment (RA), and Method Statement (MS), QA/QC procedures and HSE policy
  - Details of the suppliers

4.1(c) **Not Applicable**

4.2 To qualify for the award of the Contract, bidder shall meet the following minimum qualifying criteria specified under 4.2 (a), 4.2 (b), 4.2 (c), 4.2 (d), 4.2 (e) and 4.2 (f) of “Bidding Data”. **Any bidder who does not submit required details in the requested manner will be liable for rejection of his bid without requesting any clarification.**

4.2(a) Minimum 5 years of proven experience in cold cutting operations inside confined spaces, specifically in hydrocarbon storage tanks and,

4.2(b) Shall have experience of at least one similar project having work of value of more than 200 million LKR or equivalent amount in foreign currency (According to the estimation) within the past 5 years.

4.2(c) **Average annual volume of work performed in last 5 years**  
Average annual volume of construction work performed in the last five years shall be at least **LKR 400 million or equivalent amount in foreign currency**. Details shall be entered in Schedule 2 of Section 9; “Schedules”. Documentary evidence such as copies of audited financial statement/accounts **certified by an Attorney at Law** for the last five (05) years shall be submitted with the offer.

Details shall be entered in Schedule 4 of Section 9; “Schedules”. Documentary proof (Copy of PO, performance certificate, completion certificate, agreement etc.) for successful completion of the work relating to experience shall be submitted with the offer.

4.2(d) Bidders are requested to submit a complete list of construction equipment which will be at site of construction.

4.2 (e) **Managerial and Technical staff**  
Following staff shall be available and deployed to the Contract. Details shall be entered in Schedule 6 of Section 9; “Schedules”. The bidder shall produce documentary proof for the availability of the following staff and their detailed Biodata.

**(i) Managerial:**

- a. **A Project Manager**, an Engineer who possesses a recognized engineering degree in engineering with minimum 10 years’ experience.

**(ii) Technical:**

a. **An engineer** who possesses a recognized engineering degree in mechanical engineering and conversant with API Standard 650/653 and other relevant standards and codes and having minimum of 8 years' experience

b. **A Safety Officer** who possesses a recognized diploma or certificate in Occupational Health and Safety issued by a reputed institution acceptable to CPC and a minimum of five years of relevant experience in safety management for industrial, refinery, petrochemical, or oil and gas projects. He shall demonstrate experience in confined space entry, hazardous area operations, and hydrocarbon tank maintenance activities.

This is the minimum requirement and the successful bidder shall assign all other necessary staff to enable compliance with all other contractual stipulations.

**4.2(g)** The Bidding document will not be issued to the bidders whose contract has been terminated by forfeiting the performance bond or who carried out the contract with delay of the full penalty of liquidated damages in the last five years.

**10.1 Clarification of Bidding Documents**

Bidders if they so desire may request additional information or clarification on this Bidding document or seek any other pertinent information from the:

Deputy Refinery Manager (Maintenance & Projects)  
Ceylon Petroleum Corporation  
Refinery Division  
Sapugaskanda,  
Sri Lanka.  
Fax No.0094-11-2400684/ 2400436

**11.2** Any cost of repair/replacement during the guarantee period of 12 months informed to the contractor and not repaired / replaced or undertaken by the contractor will be repaired/replaced by CPC and such cost will be deducted from the retention of 5% and the contractor will be considered to be defaulted & same will be notified to the contractor.

### 13.1 Documents comprising the Bid

The Bid submitted by the bidder shall comprise the following:

(A) Enclosed in the envelope marked as "ORIGINAL"

- a) Duly filled and signed Form of Bid (in the format indicated in section 7);
- b) Bid Security (in the format indicated in section 11);
- c) Power of attorney / Power vesting letter for the signatory to the Bid;
- d) Section 2 - Bidding Data
- e) Section 4 - Contract Data
- f) Section 6 - Specifications;
- g) Section 8 - Priced Bill of Quantities;
- h) Section 9 - Duly filled Schedules;
- i) Section 10 - Drawing; and,
- j) Company profile & audited financial statements.
- k) Detailed project execution methodology, incorporating Section 3.4 requirements.
- l) JSA, Risk Assessment, Rescue Plan
- m) **A Method Statement**

This shall clearly describe the scope and sequence of work, detailing how the activities will be safely executed from mobilization to completion. It shall identify the approved work methods and equipment, including confirmation of cold cutting techniques and tool specifications & sludge removal techniques. It shall define safety, emergency, and rescue arrangements, including gas monitoring, ventilation, firefighting, and confined space rescue. Further, it shall specify personnel responsibilities, inspection hold points.

- n) List of major equipment with proof of certification/calibration
- o) Valid insurances (Third-Party Liability, Workmen's Compensation, etc.).
- p) Safety and environmental policy.
- q) Manufacture/supplier, country of origin, country of manufacture, specifications of tools and equipment, etc.
- r) A bar chart, manpower histogram and S- Curves along with the offer for total work clearly indicating the various phase of the contract, breakdown of manpower.
- s) An organization chart clearly illustrates the structure of the assigned project team indicating Project Manager, Engineers, Supervisors, Technicians, Labours, etc.
- t) CVs/ Resume of the technical staff, to be employed for this job.

(B) Enclosed in the envelope marked as "COPY"

- u) Duly filled and signed Form of Bid (in the format indicated in section 7);
- v) Section 8 - Priced Bill of Quantities;
- w) Section 9 - Duly filled Schedules;

**14.3** The VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT.

If bidder is registered for VAT, the bidder shall indicate the amount of VAT claimed separately at the end of the Bill of Quantities, in addition to the net value of the bid, along with VAT registration number. The amount written on the Form of bid shall be without VAT.

If any bidder is not registered for VAT, he shall indicate the net value of the bid. Under the category bidder shall obtain a letter from the Commissioner of Inland Revenue Department, certifying the Company has not been registered for VAT, shall be attached to the bid. Any bidder who does not comply with this requirement will be liable for rejection of his bid.

**14.4** **Adjustments for change in cost**  
The Contract is **not subjected** to price adjustment.

**15.1** **Currency of Bid**  
Bidders may bid in Sri Lankan Rupees or in foreign currency(ies). For evaluation and comparison of Bids, rates and prices quoted in foreign currencies by the bidders will be converted to Sri Lanka Rupees using middle exchange rate published by Central Bank of Sri Lanka, on the date 28 Days prior to date of closing of Bids

**16.1** **Period of Bid validity:**  
All bids shall be valid for a minimum period of 91 days from the closing date of the Bid. A Bid valid for a shorter period will be rejected as non-responsive.

**17.1** **The amount of Bid Security**  
The Amount of Bid Security LKR 1,935,000.00 (Sri Lanka Rupees One Million Nine Hundred Thirty-Five Thousand Only) or USD 6,010.00 (US Dollars six thousand ten only).

**17.2** **Validity of Bid Security**  
The Bid Security Guarantee should be valid for One Hundred and Forty-Seven (147) days (i.e. until 25/11/2026) from the date of closing of Bid as per attached specified format.

**17.4** Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder.

**18** Not Applicable

19

**Pre-Bid meeting**

Pre bid meeting will be held on 17/06/2026 at 10.00 hours at the Main Conference Room of CPC Refinery, Sapugaskanda.  
Subsequently, a site visit will be arranged.

All costs incurred in attending this pre bid meeting and site visit will have to be borne by the Bidder.

21.2(a)

**Employer's Address for Bid submission**

Employer's address for the purpose of bid submission is the Office of the

Department Procurement Committee,  
Ceylon Petroleum Corporation,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09,  
Sri Lanka.  
Tele : 0094-11-5455331  
Fax : 0094-11-5455424Colombo 09.  
Sri Lanka.

21.2(b)

**Identification number of Contract**

Identification Number of the Contract: **PL/34/2026**

22.1

**Deadline for submission of Bids**

Bids should be submitted on or before 14.00 hours of Sri Lanka time on 01/07/2026.

25.1

**Bid opening**

Venue: Manager (Procurement & Stores) Office,  
Ceylon Petroleum Corporation,  
1st Floor, No. 609,  
Dr. Danister De Silva Mawatha,  
Colombo 09.  
Sri Lanka  
Time: 14.00 hrs.  
Date: 01/07/2026

**30.1** The employer will evaluate and compare only the bids determined to be substantially responsive in accordance with clause 28.

Criteria and point system for the evaluation of Technical Proposal is as follows;

No	Evaluation Criteria	Points
1	Recorded history of the firm (maximum 10 points)	
	5-10 Years	5
	More than 10 Years	10
2	Similar cold cutting projects carried out in the past (maximum 10 points)	
	One Similar project	4
	Two to four numbers of similar projects	6
	Five or more similar projects	10
3	Company Turnover (maximum 10 points)	
	400-600 million LKR	5
	More than 600 million LKR	10
4	List of former completed projects with proof documents	5
5	Safety Analysis (JSA)	5
6	Risk Assessment (RA)	5
7	Complete list of equipment which will be at site of construction	5
6	Details of the Project Manager assigned for the job (Maximum 5 points)	
	Educational qualification (BSc in Engineering or Higher)	2
	Experience in Similar projects (2 – 8 years)	2
	Experience in similar projects more than 8 years	3
7	Details of an Engineer assigned for the job (Maximum 5 points)	
	Educational qualification (BSc in Engineering or Higher)	2
	Experience in Similar projects (2 -8 years)	2
	Experience in similar projects more than 8 years	3
8	Details of Safety Officer assigned for the job (Maximum 8 points)	
	Educational qualification (Diploma or Higher)	2
	Experience in Similar projects (2 -8 years)	2
	Experience in similar projects more than 8 years	3
9	Method Statement (maximum 10 points)	
	Poor	4
	Satisfactory	8
	Good	12
	Very Good	15
10	Project Scheduled / Bar chart	5
11	Resource histogram	5
12	Organization chart for the project	5
13	International Certifications of the firm (ISO 9001/ ISO 45001 / OHSAS 18001)	5
		100

**The minimum Technical Score (St) required to pass is 60 points.**

- a) The bids that scored pass mark from the Technical Evaluation will be subjected to the Financial Evaluation.
- b) The lowest evaluated Financial Proposal (F<sub>m</sub>) will be given the maximum Financial score (S<sub>f</sub>) of 100 points. The financial scores (S<sub>f</sub>) of the other Financial Proposals will be computed according to the following formula,
- c)  $S_f = 100 \times (F_m / F)$  in which “S<sub>f</sub>” is the financial score of the relevant responsive bid and “F” is the price of the proposal under consideration.
- d) Proposals will be ranked according to their combined technical (St) and financial (S<sub>f</sub>) scores using the weights ( T = the weight given to the Technical Proposals while P = The weight given to the Financial Proposals )
- e) T = **0.6** and P = **0.4** where T + P = 1
- f) Total Score , S = ( St x T ) + ( S<sub>f</sub> x P )
- g) The firm who scored the highest total, S, (combined technical and financial score) will be selected as the successful bidder for the contract.

**31.1** Domestic preference will be offered for government institutes and local companies as per the Clause No.7.7.1 of the “Procurement Guidelines 2024” issued by the National Procurement Agency and Public Finance Circulars No 03/2020 & 04/2020.

**32 Award of Contract**

After evaluation of Bids in accordance with the procedure described under Clause 28, 29, 30 and 31, the Employer will inform all the bidders in writing the selection of the successful bidder and the intention of contract award to such bidder. The unsuccessful bidders, if they wish, within one week of such notice may make representation to line ministry at the address given below. Such representation shall be self-contained to enable the secretary to arrive at a conclusion, and a cash deposit to the amount given below shall be made. The Employer may request the bidder who had made representation to submit further evidence during the investigations. The cash deposit will be forfeited unless the Employer has changed the original contract award decision in favor of the bidder who has made such representation.

Address:

The Secretary  
 Ministry of Power and Energy  
 No.80, Sir Ernest De Silva Mawatha,  
 Colombo 07,  
 Sri Lanka.

Cash Deposit: Rupees 10,000/=

**34** Acceptance of bid will be communicated by fax / E-mail and confirmed in writing by registered post to the successful bidder to the address given by him in the Form of Bid, soon after the receipt of the Procurement Committee decision. Any change of address of the bidder shall be promptly notified to the Deputy Refinery Manager (Maintenance & Projects), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Sri Lanka.

**35.1 Amount of Performance Security**

Performance Security acceptable to the Employer given in the Form for Performance Security given in the bidding document shall be a Guarantee obtained from a commercial bank operating in Sri Lanka approved by Central Bank of Sri Lanka.

The amount of Performance Security is **10%** of the Initial Contract Prices. The Performance Security shall be valid until 28 days beyond the expected completion date of Defects Liability Period.

**37 Adjudicator**

The Adjudicator proposed by Employer is **Construction Industry Development Authority (CIDA)/ former ICTAD.**

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. 50% by the Employer and 50% by the Contractor.

**SECTION – 3**

**CONDITIONS OF CONTRACT**

*Conditions of Contract shall be read in conjunction with the Section 4 – Contract Data, which shall take precedence over the Conditions of Contract.*

### ***CONDITIONS OF CONTRACT***

*Conditions of Contract that will be applicable for this Contract is that given in section- 3 of the Standard Bidding Document for Procurement of Works- Major Contracts, ICTAD Publication No. ICTAD/SBD/02, Second Edition, January 2007, Addendum 01 issued in October 2009, published by the Construction Industry Development Authority (CIDA) “Savsiripaya” 123, Wijerama Mawatha, Colombo 7.*

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

VIEWING PURPOSE ONLY

**SECTION – 4**  
**CONTRACT DATA**

*This section shall be read in conjunction with Section 3 – Condition of Contract, and is intended to provide specific information in relation to corresponding clauses in Section 3. Whenever there is a discrepancy, the provisions in Section 4 – Contact Data shall supersede those provided in the Section 3 - Condition of Contract.*

**CONTRACT DATA**

**Conditions of  
Contract Clause  
Number/s**

1.1.2.2 & 1.3	Employer name and address	Ceylon Petroleum Corporation No 609 Dr. Danister de Silva Mawatha Colombo 09
1.3	Contractor's Name and address	..... ..... ..... .....
1.1.2.4 & 1.3	Engineer's name & Address	Deputy Refinery Manager (Maintenance & Projects), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Sri Lanka.
1.1.3.3	Time for completion of works	Time for completion of the whole works shall be 6 months (180 days)
1.1.3.7	Defect Notification Period	Defects Notification Period ninety days from the acceptance of work by CPC after commissioning
2.1	Right of access to the site	14 days after Letter of Acceptance
4.2.1	The amount of Performance Security	The amount of Performance Security is 10% initial contract value. The Performance Security shall be valid until 28 days beyond the expected completion date of Defects Liability Period. The acceptable form is Unconditional Guarantee.

## 4.8 Safety Procedures

All persons engaged in work at Ceylon Petroleum Corporation, Refinery, Sapugaskanda shall be acquainted with the following regulations and their consent to abide by them shall be an essential condition of their permit to work at the Refinery.

- a) The whole of the premises within the boundary fence constituted a danger area apart from any area expressly exempted by the Refinery Manager (hereinafter called the Manager).
- b) All employees, agents and invitees of the Contractor who may not be aware of the exact locality of any area expressly exempted from the danger area must assume that any part of the Refinery is a danger area and act accordingly.
- c) Before work of any nature is commenced in any area by the Contractor, his employees, agents or invitees, the Contractor must obtain the Manager's authorized signatories necessary for excavation permits, safety certificates and clearance certificates and if the work involves sparks of flames, also a fire permit.
- d) The Contractor, his employees, agents or invitees must observe all precautions stipulated in these documents. If the work cannot be completed in the period for which these documents are valid, the work shall be discontinued until the documents are renewed.
- e) Persons under 18 years of age should not be employed by any contractor or by any sub-contractor for carrying out any contract work in any part of the Refinery.
- f) It is a condition of the permit to work at the Refinery that all persons engaged at the Refinery shall submit to be searched by the Refinery's Security Officials. This search may take place, either at the time of entry to the Refinery, at the time of exit from the Refinery or at any other place and during any time while the employees are in the Refinery, at the discretion of the Senior Security Officer, Refinery.
- g) Fire, naked flame, lighters, matches, petrol or any other flammable substance and any apparatus / equipment which can cause ignition should not be taken to the danger area by any contract personnel without a written authority signed by the manager's authorized representatives. Such written permit shall be valid for the period stated therein and must be returned to the Head of Fire Fighting and Safety, Refinery.
- h) No dry battery or accumulator type of electric hand-lamp or hand-torch, which is not of a flameproof safety type, approved by the Manager or officer authorized by the Manager, may be taken to the danger area.

- i) Smoking is strictly prohibited in any part of the Refinery.
- j) No fires shall be lit, and no matches shall be ignited in any part of the Refinery without a special fire permit being given and signed by the Manager's authorized signatory.
- k) The contractor shall observe the speed limit of 30 KMPH for vehicles and 24 KMPH for motorcycles within the Refinery premises and all vehicles must be mechanically sound and have an efficient exhaust, silencer, horn, brake, filler cap and tire of good condition. All contract drivers must possess a valid driving license.
- l) The vehicles used by the contractor should only be driven on the recognized main roads in the Refinery and no vehicle should leave a main road and enter an operational area without having a valid Fire and Safety Permit.
- m) Mobile cranes and other lifting equipment used for the contract job must be load tested and test reports must be produced to the Fire & Safety Department.
- n) If any contract work involves scaffolding, it should be erected as per Standard, Refinery Scaffolding Procedure. A copy of Standard Refinery Scaffolding Procedure should be requested when necessary.
- o) All contract work should be stopped if the fire siren is sounded or in case of a Refinery Emergency.
- p) The Contractor shall ensure that his employees and those of any of his sub-contractors shall not make use of any equipment, material or property of any kind whatsoever belonging to the Corporation unless the written permission of the corporation has been obtained beforehand.
- q) The Contractor shall ensure that so far as is compatible with the work being carried out, the area in which his workers and /or agents are working shall be kept free of all equipment, material or property of any other kind which may constitute an accident hazard. If it is necessary in the opinion of the Contractor for such equipment, material or property to be on site, it will be the Contractor's responsibility to ensure all necessary safety precautions are observed by his own employees and those of his sub-contractors.
- r) The contractor must supply all personal protective equipment necessary for the contract employees to carry out the contract work. All contract employees should follow Refinery Safety Regulations and ensure to wear personal protective equipment.

- s) All accidents caused by the contractor's employees must be reported to the Fire and Safety Department immediately.
- t) After completion of the contract work by the contractor, the area involved with the contract work should be inspected by the Fire and Safety Department to ensure that the cleanliness and good housekeeping practices had been followed. The area involved with the contract work should be certified by the Fire and Safety Department before the final payment is made.
- u) If the Contractor / Sub Contractor intend to use electronic equipment / Radioactive equipment the contractor shall inform the engineer in charge and give the complete details of such equipment and the purpose for which such equipment is used and obtain the permission from the Electrical Department before commencing the contract work.
- v) Any employee, agent or invitee of a Contractor consciously or without consciousness, breaking the above Rules shall be liable to have his permit to work at the Refinery terminated immediately.
- w) In addition to the above it will be contractor's responsibility to abide by the relevant clauses of Factories Ordinance of Sri Lanka in respect of all work carried out at the site and the safety of personnel engaged and equipment used at site.
- x) Contractor shall pay special attention to the following clauses of the Factories Ordinance of Sri Lanka. However, the responsibility of the contractor will not be limited to the clauses listed below but will cover all other conditions in the whole Factories Ordinance and its amendments.
  - Clause 27 - Hoists and lifts
  - Clause 28 - Chains, Ropes & Lifting Tackle
  - Clause 29 - Cranes and other Lifting Machines
  - Clause 30 - Construction and Maintenance of floors, passages and stairs.
- y) The mobile phones will not be allowed to bring Refinery premises without proper authorization / approval.

#### 4.22 Security of the site

- a) The Refinery premises are considered a high security zone, and all contractor's personnel shall abide by the security regulations, prevailing and those which might be enforced as and when necessary, due to changing circumstances.
- b) Police clearance for personnel going to be engaged in this job will have to be obtained and produced to CPC security by the contractor.

c) All contractors' personnel and their vehicles will be required to obtain gate passes before entering the Refinery.

6.7 In addition a technical person with B.Sc. engineering degree or higher qualification in relevant discipline shall be available full time at site

6.9 Bidder is requested to provide a complete schedule of manpower at various grades deployed at site during execution of the project.

All welders to be qualified as per ASME Sec. IX in the presence of CPC Inspection Engineer at CPC site. Welding of any type will not be allowed without proper qualification of welders by CPC. Pipe welders shall be qualified for all pipe joints as per ASME Sec. IX.

7.2 CPC inspectors & engineers will carry out inspection at all stages of construction.

8.7 Liquidated damages for the Works 0.1% of the Initial Contract Price per day

8.7 Maximum Liquidated damages 10% of initial contract price

13.4(b) Percentage for Adjustment of Provisional Sums Not applicable

13.7 Adjustments for Changes in Cost Not applicable

14.2 Total Advance payment 10 % of the Initial Contract Price excluding Provisional Sums & Contingencies.  
The advance payment will be paid after submitting the advance payment security issued by a commercial bank operating in Sri Lanka approved by Central Bank of Sri Lanka.

The advance payment shall be recovered by deducting 20% of each bill submitted for payment.

The guarantee shall remain effective until the advance payment has been repaid.

14.2 No of timing of advance payment One instalment

14.3(c) Percentage of Retention 10% of certified value of works (Applicable for all interim payments except final interim payment)

14.3(c) Limit of Retention 10% of the Initial Contract Price

14.6 Interim payment Interim payment will be as follows:  
The total contract price will be apportioned as follows for the purpose of making progress payments, which the contractor will be entitled to claim on completion of each item subject to payment.

#	Milestone Description	% Payment
1	Mobilization, Engineering Documentation & Method Statement Approval	5%
2	Shell Access Opening, Roof Stabilization, 50% Roof Cutting Completion & roof material removal	30%
3	50% sludge removal completed	20%
4	100% Roof Cutting & Roof Material Removal	20%
5	100% sludge removal completed	15%
6	Site Clean-up & Demobilization	10%
	Total	100%

14.8 Alternative method for Payment of Retention Not applicable.

18.1(a) Insurance for Works For an amount not less than 115% of Initial Contract Price.

18.1(b) Insurance for Contractor’s Equipment Contractor’s responsibility

18.2 Third party insurance (Including employer’s property) Insurance cover to the amount of LKR 100 million for the entire period of work. The contractor shall take special measures to safeguard the adjacent storage tanks and allied facilities at the site.

18.3 Insurance for Contractor’s personal A copy of insurance policy for the workmen of the contractor as per the Workmen Compensation Act shall be forwarded to CPC prior to commencement of the work.

## **SECTION 5**

### **STANDARD FORMS (CONTRACT)**

- FORM OF LETTER OF ACCEPTANCE
- FORM OF AGREEMENT
- FORM OF PERFORMANCE SECURITY
- FORM OF ADVANCE PAYMENT SECURITY

#### ***Notes on Standard Forms (Contract):***

*Bidders should not complete the Form of Agreement at the time of preparing 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 as acceptable to the Employer.*

**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 Commencement date shall be: .....*(fill the date as per Clause 8.1 of Conditions of Contract)*.

The amount of Performance Security is:..... *(fill the amount as per Clause 4.2 of Conditions of Contract)*.

The Performance Security shall be submitted on or before .....*(fill the date as per Clause 4.2 of Conditions of Contract)*.

Authorized Signature : .....

Name and title of Signatory : .....

**FORM OF AGREEMENT**

**This Agreement** made the .....[*day*] of ..... [*month*] 20.....[*year*], between **Chairman, Ceylon Petroleum Corporation, No 609, Dr. Danister de Silva Mawatha, Colombo 09**[*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 **Cold Cutting of Floating Roof and Sludge Removal of Crude Oil Storage Tank no. 2 at Sapugaskanda Oil Refinery (PL/34/2026)** [*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.
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* .....  
.....

## Form 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 ....., 202x [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)]

**FORM OF ADVANCE PAYMENT SECURITY**

..... *[Name and address of Agency, and Address of Issued 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 figures]* (..... *[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 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 Time of Completion)

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

\_\_\_\_\_  
*[ Signature(s)]*

***SECTION -06***

**SPECIFICATIONS**

VIEWING PURPOSE ONLY

## 6.1 BACKGROUND

Refinery Tank No. 02 is a floating roof oil storage tank located at the CPC Refinery, originally constructed in 1969 and used for crude oil storage. The tank has an approximate diameter of 67.0 m, shell height of 14.63 m, and a maximum safe operating capacity of about 37,500 m<sup>3</sup>. Over its service life, the tank has undergone multiple maintenance interventions.

Due to progressive deterioration of roof support legs, pontoons, and associated internal components, the floating roof has collapsed and is currently resting on the accumulated crude oil sludge at the tank bottom, rather than on its designed support system. The tank has been removed from operational service, fully isolated, and sludge removal activities initiated under controlled conditions.

During roof deck cutting carried out to facilitate ventilation and access, a minor fire incident occurred, which was attributed to ignition of sludge by sparks generated during grinding activities. Consequently, all cutting work for this project must be performed using cold cutting techniques only, with a complete prohibition of any hot work including grinding, welding, or thermal cutting methods.

Based on the inspection findings, the tank shell is generally in good condition, except for several localized areas where deformation has occurred following the fire incident.

The tank has been degassed to the extent possible. However, hazardous atmospheres (flammable vapors, oxygen deficiency) are presumed present and shall be continuously monitored.

### Tank Specification and Design Data

Geometric Capacity	47,811 m <sup>3</sup>
Operating Capacity	37,386 m <sup>3</sup>
Tank Diameter	67 m
Tank height	14.63 m
Total Weight	923.6 Ton
Design metal Temperature	65 °C
Product	Crude Oil
Roof deck plate thicknesses	5 mm
Bottom plate thickness	8 mm
Minimum annular plate thickness	12 mm

Shell plate thickness	1 <sup>st</sup> shell course: 31.3 mm 2 <sup>nd</sup> shell course: 26.8 mm 3 <sup>rd</sup> shell course: 21.8 mm 4 <sup>th</sup> shell course: 17 mm 5 <sup>th</sup> shell course: 12.3 mm 6 <sup>th</sup> shell course: 9.5 mm
Shell, Roof, Bottom Construction Materials	Carbon Steel ASTM A283 Gr. C
Roof Type	Floating Roof

**6.2 SCOPE OF WORK**

The Contractor’s scope of work is defined herein and shall include, but not be limited to, all activities necessary for the safe cold cutting, removal, and disposal of collapsed floating roof and removal of accumulated sludge in the tank. The Contractor shall also perform any related works not explicitly stated in this document but required for the successful and complete execution of the Project as specified in this Bidding Document.

**6.2.1 Preparation & Planning**

- a) Submit detailed Job Safety Analysis (JSA), Risk Assessment (RA), and Method Statement (MS) for all activities.
- b) Submit all personnel certifications, equipment calibration certificates, and tool permits (for non-sparking/explosion-proof tools).
- c) Mobilization and site establishment at CPC premises.

**Note:** No work shall commence until the Method Statement, together with all associated Risk Assessments and Job Safety Analyses, has been reviewed and formally approved by CPC

**6.2.2 Safety & Isolation**

- a) Implement continuous gas testing at multiple points inside and around the tank before and during all operations.
- b) Ensure all equipment used inside the tank or within the hazardous zone is intrinsically safe or explosion-proof.
- c) Install and maintain adequate ventilation (e.g., air movers/blowers) and lighting.
- d) Provide standby rescue team with appropriate equipment during intrusive work.

### 6.2.3 Sludge Removal

- a) The Contractor shall be responsible for the complete and total removal of all sludge from Tank No. 02. This requirement is absolute and not subject to any limitations based on quantity estimates, access difficulties, or sludge characteristics.
- b) The tank shall be returned to CPC completely free of hydrocarbon sludge, with cleaning performed to a standard that permits hot cutting of the tank bottom for subsequent repair activities and full visual inspection of the bottom shell course by CPC's inspection Department. Final acceptance is subject to CPC operations Department approval.
- c) The Contractor shall manage the removal, relocation, or displacement of bottom sludge where and when it hinders the safe execution of cutting operations, roof stabilization, or the removal of cut sections.
- d) For the removal of the sludge from the tank, CPC will supply an adequate number of Intermediate Bulk Container (IBC) tanks within the work site.
- e) The removed sludge shall be temporarily contained in the supplied IBC tanks, covered to prevent spillage during rain, and shall be staged within the Tank No. 02 compound in a designated area agreed upon with CPC.
- f) The Contractor shall not be responsible for the final off-site disposal of this sludge. All IBC tanks filled with sludge shall become the responsibility of CPC upon filling. CPC, through its appointed third-party disposal contractor shall be responsible for the ultimate collection, transport, and disposal of all filled IBCs from the site.
- g) The Contractor shall coordinate the handover of filled IBCs to third-party disposal contractor as per a schedule to be agreed upon during the work.

**Note:** An estimated 1500 cubic meters of crude sludge is present. The estimated quantity of crude sludge is indicative only and provided for tender guidance. CPC does not guarantee the accuracy of this estimate, and no claims shall arise due to variations in quantity or consistency.

### 6.2.4 Controlled Shell Cutting for Access

- a) For the purpose of access, ventilation, and removal of cut roof sections, the Contractor may be permitted to cut designated openings ("windows") in the tank shell.
- b) The exact location, dimensions, and number of these openings will be strictly designated by CPC's appointed engineer selected from the fire-damaged area which is approximately 1/6<sup>th</sup> of the shell perimeter.
- c) Prior to any cutting of the shell, the Contractor shall design and install adequate bracing to shell distortion. The shell after the completion of all the works shall remain within the tolerance limits specified under 10.5.2, 10.5.3, 10.5.4 and 10.5.5 of API 653. Any such distortions beyond the above tolerance limits shall be rectified by the contractor at their own cost.

- d) The reinforcement methodology must be submitted for approval by CPC's engineer before installation.
- e) All shell cutting must be performed using approved cold cutting techniques as specified in this bidding document.
- f) The cut shell plates removed to create the access openings shall be handled, removed from site, and disposed of by the Contractor.

#### **6.2.5 Roof Stabilization, Jacking, and Support for Cutting Operations**

- a) Prior to commencing cutting operations on the collapsed roof, the Contractor shall implement a roof stabilization, jacking, and support arrangement. This system must safely transfer the load of the roof structure from the unstable sludge bed to a secure, preventing any settlement, shift, or sudden movement during cutting and handling activities.
- b) The support system must provide clear, safe access for cutting equipment and personnel around all intended cutting lines.
- c) The Contractor shall supply all necessary equipment, including hydraulic jacks, and structural members required for this scope.

#### **6.2.6 Cold Cutting**

- a) Develop a detailed cutting and lifting plan. The roof must be cut into manageable sections, considering the structural integrity and stability of the roof on the sludge.
- b) Specify the exact cutting methodology, equipment make/model, and how ignition sources will be controlled.
- c) Cold Cutting, dismantling, and sectional removal of the floating roof, including roof plates, pontoons, stiffeners, and structural members.
- d) All cutting must be performed using cold cutting techniques only as specified in Section xx.

#### **6.2.7 Removal, and Disposal**

- a) Rig, lift, and safely remove each cut section from the tank through the tank top opening or designated "window" openings.
- b) Transport and disposal/stacking of dismantled materials at locations designated by CPC in refinery premises.

#### **6.2.8 Recovering of Special Fittings**

- a) CPC will deploy its own personnel to recover and remove all special fittings and accessories, including but not limited to roof seal components, vents, check valves, and associated fittings.
- b) The Contractor shall provide full access, cooperation, and all necessary facilitation to CPC staff for the safe execution of these activities. Further, during dismantling of the floating roof, the Contractor shall take all necessary precautions to prevent damage to the foam supply and water drain flexible hoses

### **6.2.9 Site cleaning and demobilization**

- a) Upon completion of all dismantling and removal works, the Contractor shall carry out thorough cleaning of the work area to the satisfaction of CPC. All temporary installations, tools, equipment, scaffolding, waste materials, debris, and unused consumables shall be removed from the site.

#### **NOTE 1:**

The **Contractor shall bear sole responsibility for any damage to the tank shell**, including but not limited to buckling, cracking, or distortion, caused during the installation of the reinforcement system, the cutting operation, or the subsequent removal of cut sections. Any such damage must be repaired by the Contractor to CPC's satisfaction, at no additional cost to CPC and without causing any delay to the overall project schedule.

#### **NOTE 2:**

#### **Conditional Allowance for Hot Cutting**

Notwithstanding the above restrictions, CPC may, at its sole discretion, consider permitting the use of hot cutting methods for the removal any of remaining portions of the floating roof only after the Contractor has completely eliminated all sludge from the tank, ensured a fully gas-free and hydrocarbon-free environment, and demonstrated through continuous gas testing, inspection, and certification acceptable to CPC that the tank atmosphere is safe for hot work.

Any such permission shall be subject to separate risk assessment, revised method statement, strict compliance with CPC Permit-to-Work requirements, and prior approval by CPC. The Contractor shall have no entitlement to claim hot work as a right, and CPC reserves the right to withhold or withdraw such permission at any time.

## **6.3 SCOPE OF SUPPLY BY CPC**

### **6.3.1 Construction Utilities**

- a. CPC will provide sufficient construction utilities at site at no extra cost to the bidder, which includes supply of construction electrical power and drinking water for the site etc.
- b. The electrical power supply available to the contractor is 400 V AC, 4 wires (TPN), 50Hz and will be subject to following conditions.
- c. The maximum load that the CPC electrical department can feed will be 60A, 3-phase.
- d. The CPC Refinery Electrical Department will terminate the feeding cable(s) to suitable circuits isolating and interrupting devices such as a circuit breaker or a switch fuse at a convenient location. This installation will remain the property of CPC and the contractor will not have access to it.
- e. It is the responsibility of the contractor to properly connect his main power distribution board(s) to the downstream side of the CPC switchgear, in consultation with the CPC electrical engineer.
- f. The contractor's power distribution boards should consist of adequate over current and earth leakage protective devices for safety of men and machinery.
- g. It is the responsibility of the contractor to maintain his switchgear and cable network in good condition, so as to provide, complete safety to men and machinery.
- h. Power supply will be energized after a thorough check and inspection by the CPC electrical engineer,
- i. The whole electrical installation of the contractor should conform to the IET Wiring Regulations (Latest Edition) published by the Institution of Engineering Technology (IET) - London.

### **6.3.2 Site Office Facilities**

CPC will provide sufficient space in Refinery premises close to the tank for establishment of a site workshop office. The bidder shall indicate the extent of the area needed for the site shop. The contractor shall under no circumstance use this site facility for any other purpose does not involve with this job.

## **6.4 SCOPE OF SUPPLY BY CONTRACTOR**

The Contractor shall be solely responsible for providing, operating, and maintaining ALL tools, equipment, materials, and consumables required to safely and completely execute the works described in Scope of Works. This includes, but is not limited to, the following:

#### 6.4.1 Safety & Monitoring Equipment

- a) **Lighting**  
IS/Ex-proof area lighting and portable hand lamps for tank interior and work areas.
- b) **Rescue & Confined Space Entry**  
Full rescue kit including tripods, winches, retrieval lines, full-body harnesses, and breathing apparatus or comparable systems for emergency entry.
- c) **Firefighting**  
Portable fire extinguishers (appropriate for Class B fires), fire blankets, and a dedicated fire watch kit, all positioned at the immediate work site.
- d) **Personal Protective Equipment:**  
Helmets, Safety Boots, Overalls and Gloves etc.,
- e) **Gas Detection**  
Continuous multi-gas monitors as required.

#### 6.4.2 Ventilation & Atmospheric Control

- a) Contractor shall supply adequate number of explosion-proof air movers/blowers sufficient to maintain safe atmospheric conditions within the tank during all work activities.

#### 6.4.3 Structural Reinforcement Equipment

All materials and equipment for the temporary structural support system as per the submitted engineered plan. This may include:

- a) Hydraulic jacks and shoring towers (if needed).
- b) Steel beams (I-beams, H-beams), plates, and custom-fabricated brackets.
- c) Torque wrenches and bolting equipment for assembly.

#### 6.4.4 Primary Cold Cutting Equipment

For Shell and Roof Cutting, primary equipment for executing the approved cold cutting methodology.

- a) Hydraulic Shears with associated hydraulic power pack (located in safe area) and hose lines.
- b) Abrasive Water Jet System with high-pressure pump, abrasive delivery system, cutting head, manipulator/robotic arm if needed, water containment, and slurry recovery system.
- c) Pneumatic/Hydraulic Saws, air-powered reciprocating saws, band saws, or circular saws with abundant supply of non-sparking, carbide-tipped blades.
- d) Mechanical nibblers - air-powered

**Support Tools:** Hydraulic power units, air compressors (if using pneumatic tools), and all associated hoses, fittings, and couplings.

#### 6.4.6 Material Handling & Rigging Equipment

- a) Lifting Equipment  
Cranes, forklifts, or other lifting machinery of adequate capacity to handle cut sections of roof and shell plate.
- b) Rigging Gear  
Slings, chains, shackles, and lifting beams appropriate for the loads
- c) Internal Handling  
Manual or powered trolleys, winches, and rollers for moving cut sections inside the tank to the access opening.

#### 6.4.7 Sludge Handling Equipment

- a) Sludge Removal Tools  
Shovels, scoops, vacuum transfer equipment (if proposed), and pumps suitable for viscous sludge.
- b) Containment & Spill Control  
Drip trays, spill kits, and secondary containment for staged IBCs.

#### 6.4.8 Erection materials

- a) Supply of erection materials such as lugs, brackets, scaffolding pipes, planks, structural steel for scaffolding and other accessories.

#### 6.4.9 Consumables

- a) All cutting wires, abrasive media, saw blades, hydraulic oil, personal protective equipment (PPE), and any other consumables required for the project duration.

**CPC will NOT provide any of the above equipment. The Contractor's submission must include a detailed list of all major items with specifications, safety certifications, and proof of availability**

### 6.5 TECHNICAL SPECIFICATIONS

#### 6.5.1 Allowable & recommended cold cutting methods

The following methods are expressly permitted and shall be proposed by the bidder. The bidder must specify the primary and secondary methods they intend to use.

1. **Abrasive Water Jet Cutting**  
Using ultra-high-pressure water mixed with abrasive.
2. **Pneumatic or Hydraulic Sawing**  
Mechanically driven saws with non-sparking blades. Must be air-powered or driven by intrinsically safe hydraulic motors.
3. **Mechanical nibblers**  
Must be air-powered or driven by intrinsically safe hydraulic motors.
4. **Hydraulic Shears / Demolition Cutters**  
Using mechanical force to shear steel.

**Note:** Any other proven cold cutting techniques may be considered, subject to submission of full technical details, safety justification, and prior written approval by CPC.

#### 6.5.2 Prohibited Cutting Methods

The following are forbidden under any circumstances

- a) Oxy-Fuel (Gas) Cutting/Welding
- b) Arc Welding/Cutting (SMAW, GTAW, GMAW, Plasma Arc)
- c) Grinding (Angle Grinders)
- d) Any equipment not certified as Intrinsically Safe (IS) or Explosion-Proof (Ex-proof) for the hazardous zone.

#### 6.5.3 Contractor's Responsibility for Method Justification

The bidder **must** in their Method Statement justify their chosen method(s), detail backup procedures, and provide equipment safety certificates, explicitly stating compliance with this list.

## 6.6 STANDARD SPECIFICATION FOR SCAFFOLDING

### 6.6.1 Scaffolds

A scaffold is an elevated working platform for supporting both personnel and materials. It is temporary, its main use being in construction and/or maintenance work. Scaffolds should be designed to support at least four times the anticipated weight of workers and materials which will be used for. Scaffolding is the structure that supports the working platform.

### 6.6.2 Over Head Protection

Whenever, work is being done above the personnel working on a scaffold, overhead protection should be provided on the scaffold for those personnel. This protection should be not more than 9 ft. (3m) above the working platform and should be planks or other strong suitable material.

### 6.6.3 Means of Access

A safe convenient means must be provided to gain access to the working platform level. Means of Access may be a portable ladder, fixed ladder, ramp or runway or stairway.

#### Suggested Scaffolding Regulations for Refinery Use Definition of Scaffold Terms

**a) Standards (or upright)**

The vertical supports which bear the weight of the structure and its load.

**b) Ledgers**

Horizontal tubes which connect standards longitudinally and which may act as supports for transoms.

**c) Transoms**

Tubes which span ledgers transversely and may support as working platform.

**d) Braces**

Tubes fixed diagonally across the length and/or width of a scaffold through a scaffold (i.e. Plan bracing) to increase its stability.

**e) Ties**

Tubes used to maintain stability in a scaffold by connecting it to the structure or to the wedges on ground.

**f) Right Angle Load Bearing Coupler**

Scaffold fitting used to join major load bearing tubes at right angle.

**g) Swivel Coupler**

Fitting used to join tubes at any angle.

**h) Base Plate**

A steel plate approximately 6"x6" with a spigot over which a scaffold tube can be placed at right angles to the plate.

**i) Joint Pin**

Coupler for joining scaffold tubes end to end by fitting externally.

**j) Sole Plate**

Wood plank of suitable size to cover soft ground

**Independent Tie Scaffolds**

There are scaffolds having two rows of standards

1. All scaffolds should be erected on level and firm ground. Where level ground is not available then the ground directly below the sole plates should be leveled.
2. Excavation manholes, openings, etc. must be covered with larger timber for sole plates. Where several standards are involved, a competent engineer must ensure the bridging is adequate for the loads involved.
3. Bricks, scrape pieces of timber, breeze blocks, etc. must not be used as sole plates.
4. Metal base plates must be used to support standards on grounds other than hard concrete floor.
5. Standards shall be erected vertically at spaced not more than 6 ft. (2.134 m)
6. Joints in standards must be staggered, i.e. no adjacent joints in the same lift, and should be as near as possible to the ledgers. These joints should be made with joint pins (internal couplers). Swivel joint couplers should not be used for this purpose.
7. Ledgers must be fitted horizontally and secured with 90° load bearing couplers to the inside of the standards, and spaced not more than 6 ft.
8. Joints in ledgers should be avoided as much as possible but may be made with sleeve couplers and must be staggered (i.e. no adjacent joints in the same bay) and should not be more than 2 ft. (610 mm) from any standard.
9. Transoms should be fixed at both ends to the ledgers with right angle or swivel couplers. The distance between two adjacent transoms shall be not more than 4 ft. The two transoms at the edges of platform should be as close as possible to standard. Those two transoms may be fixed to the standards with any right-angle coupler.
10. Additional transoms must be fitted to ensure that the ends of the boards or planks are supported properly.
11. Ties must be fitted at 20 ft. minimum intervals along the scaffold horizontally over 30 ft. vertically
12. All ties must be secured with right angle load bearing couplers.

13. At least 50% of all ties should be through ties and must be horizontal where possible and secured to standards or close to standards. Horizontal ties must be fastened both to the internal and external standards or ledgers.
14. Where it is not possible to make all ties through ties intermediate reveal ties may be fitted.
15. The minimum width of the scaffold platforms should be as follows:
  - (a) 24" - 2 persons only (no material) 3 boards/planks
  - (b) 32" - 3 persons and the depositing of materials not more than 25 kg. Passage of persons 4 boards/planks
  - (c) 48" - 4 persons & material up to 50 kg. 6 boards/planks must be supported by minimum of six standards
16. All scaffolding must be suitably braced.
  - (a) Diagonal bracing at right angles to the structure and at alternative pairs of standards is necessary for the full height of the scaffold.
  - (b) Longitudinal or facade bracing to the full height of the structure in the end bays and intermediate locations of 100 ft. may be used.
  - (c) Longitudinal bracing should be fastened to extended transoms by right angle couplers provided that such transoms are clamped to ledgers or standards with right angle couplers. Bracing, fastened to the standards may be secured by swivel couplers as near to the ledger as possible.
  - (d) Joints in braces should be made by sleeve or parallel couplers.
17. Scaffold boards/planks must be free of large splits, knots, should be banded at both ends, and to cut in any way.
18. Every scaffold boards/planks longer than 6 ft. should have at least three supports, but needs more supports as in clause 10.
19. No board should overhang its last support by more than 12 inches.
20. Every scaffold board should have a minimum overhang of 6 inches over its last support.
21. The space between two adjacent boards must not exceed 1 inch.
22. Scaffold platforms must be completely boarded out.
23. Every scaffold platform from which a person can fall more than 6 ft. 6 inch. must be fitted with guard rails the height of the guard rail from the platform must be between 3 ft. and 3 ft. 9 inch (1.142 m).

24. The space between the edge of the working platforms and of the equipment must be as small as possible and must never exceed 12 inches. If due to circumstances a gap of more than 12 inches is created, guardrails must be fitted as above.
25. As possibility of displacement exist, from high winds etc. boards must be fastened down at both ends with suitable clamps.
26. Where platforms become slippery due to oil etc. the boards should either be cleared off and sanded or turned over.
27. Clear access must be maintained at all times to all scaffolds and all ladders being used to give access must be sound construction.
28. The gap in the guardrail for the ladder access must be as small as possible.
29. Ladder runs must not, under any circumstances, be used to support gangways, runways, or platforms of any nature.
30. Single planks runs must not be used under any circumstances.
31. Ladder landings must be provided at every 30 ft.
32. No part of scaffold be used to support any other load or as a supporting point for a chain blocks ratchet etc.

#### **6.6.4 Mobile or United Scaffolds**

1. No mobile or united scaffold shall be erected to a height greater than 3 1/2 times its minimum base width.
2. The standards should be made vertical
3. All other requirements for independent tied scaffolds should be satisfied other than ties.
4. Maximum height of mobile or united scaffold is 60 ft.

### 6.6.5 Inspection of Scaffolds and Accessories

- 1 Every scaffolding pipe, coupler & base plate must be inspected by Inspection Engineer once in every month period.
2. The Inspection Engineer will reject the defective items such as damaged pipes, corroded couplers and base plates etc.
3. Every plank to be used for a platform should be load tested at 6 months intervals by Inspection Dept.
4. The planks should be supported at closest to its ends and tested with the rated load at the center.

The rated loads shall be:

300 Kg. for planks 4 ft. long

200 kg. for planks 6 ft. long

150 kg. for planks 8 ft. long

100 kg. for planks 12 ft. long

5. Before load testing every 6 months, planks to be inspected
6. Every scaffolding clamp and pipe must be numbered.

***SECTION -07***

***FORM OF BID***

VIEWING PURPOSE ONLY

**FORM OF BID**

Name of Contract: **Cold Cutting of Floating Roof and Sludge Removal of Crude Oil Storage Tank no. 2 at Sapugaskanda Oil Refinery**

To: Ceylon Petroleum Corporation,  
No 609, Dr. Danister the Silva Mawatha,  
Colombo 09

Gentlemen:

1. Having examined the Standard Bidding Document - Procurement of Works – Major Contracts [ICTAD/SBD/02 - Second Edition, January 2007], Specifications, Drawings and Bills of Quantities and Addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bills of Quantities and addenda Nos.....for the sum of Sri Lankan Rupees .....(LKR .....) or such other sums as may be ascertained in accordance with the said Conditions.

2. We acknowledge that the Contract Data forms part of our Bid.

1. We undertake, if our Bid is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Engineer’s notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.

2. We agree to abide by this Bid until the date specified in ITB Clause 16, ..... [*insert Date*]and it shall remain binding upon us and may be accepted at any time before that date.

3. 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.

4. We understand that you are not bound to accept the lowest or any bid you may receive.

7. We certify/confirm that we comply with the requirements as per ITB Clause 3and 4 of the bidding documents.

Dated this ..... day of.....20.....

Signature ..... in the capacity of .....  
duly authorized to sign bids for and on behalf of ..... [*in block capitals or typed*]

Name : .....

Designation: .....

Address: .....

Witness: .....

***SECTION- 8***

***BILL OF QUANTITIES***

VIEWING PURPOSE ONLY

## Schedule of Prices

The contract will be awarded as a **LUMP SUM FIXED PRICE CONTRACT**. The Contractor shall price all items to reflect the **TOTAL COST** of executing the complete scope of work as defined in the Specifications (Section 6). The total of all priced items shall equal the Lump Sum Bid Price. Quantities are indicative only, and no remeasurement will be undertaken.

Lump sum price shall cover the complete and proper execution of all works described in the bidding documents, including all costs for labor, materials, plant, equipment, supervision, overheads, profit, taxes, and insurance.

Item No.	Description of Works	Unit	Estimated Quantity	Unit Rate (LKR)	Total Amount (LKR)
1	Mobilization of personnel, equipment, and establishment of site facilities	LS	1		
2	Demobilization and site restoration upon completion	LS	1		
3	Safety management, Gas monitoring, ventilation systems, and atmospheric control equipment	LS	1		
4	Fire prevention and control equipment	LS	1		
5	Design and installation of temporary structural reinforcement for shell openings	Set	1		
6	Roof stabilization, jacking, and support system	Set	1		
7	Cutting of shell access openings ("windows") in designated fire-damaged area	m <sup>2</sup>	20		
8	Cold cutting of collapsed floating roof structure	MT	300		
9	Removal of cut roof sections from tank interior	MT	300		
10	Removal of sludge to acceptable level	m <sup>3</sup>	1500		
11	Handling, transportation, and disposal of cut roof/shell materials	MT	300		
12	Project management and technical supervision	Month	6		
<b>TOTAL (LUMP SUM PRICE)</b>					
VAT 18%					
<b>TOTAL with taxes</b>					

VAT Registration Number: .....

Date .....

Signature of the Bidder

Company Stamp .....

Name .....

Company Address .....

***SECTION – 9***  
***SCHEDULES***

VIEWING PURPOSE ONLY

**SCHEDULES**

<b>Schedule 1 – General Information</b>			
<p>(i) If pre-qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application.</p> <p>(ii) For joint ventures, each joint venture partner shall furnish information separately.</p>			
<b>ITB Clause reference</b>	<b>Description</b>	<b>Information (to be filled by the bidder)</b>	<b>Remarks</b>
	<b>ICTAD Registration</b>		Provide certified copies and label as attachment to clause 3.1
	Registration Number		
	Grade		
	Specialty		
	Expiry Date		
	<b>Legal Status</b>		Provide certified copies of Registration
	Written Power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label as attachment to clause 4.1(a)	
	If a Joint Venture, names and addresses of Joint Venture Partner	1. .... 2. .... 3. ....	Provide a draft copy of the Joint Venture Agreement or alternatively the memorandum of understanding
	If a Joint Venture, Name of Lead Partner		
	For joint ventures, each joint venture partner shall furnish Legal Status separately		
	<b>Lead Partner)</b>		Provide certified copies and label as attachment to clause 4.1(a)
	Legal Status		
	Place of registration		
	Principal place of business		
	Written Power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label as attachment to clause 4.1(a)	

**Schedule 1– General Information continued .....**

	<b>Partner 2</b>		Provide certified copies and label as attachment to clause 4.1(a)
	Legal Status		
	Place of registration		
	Principal place of business		
	Written Power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label as attachment to clause 4.1(a)	
	<b>Partner 3</b>		Provide certified copies and label as attachment to clause 4.1(a)
	Legal Status		
	Place of registration		
	Principal place of business		
	Written Power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary and label as attachment to clause 4.1(a)	
	VAT Registration no		

**Schedule 2 – Annual Turn-over Information**

- (i) If pre-qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application.
- (ii) For joint ventures, each joint venture partner shall furnish information separately.

Year	Turn-over	Remarks
		Attach audited reports and label as attachment to clause 4.2
Average		



<b>Schedule 5 - Major items of construction equipment proposed</b>	
<b>Type</b>	<b>capacity</b>

<b>Schedule 6 – Construction Management Staff (Contract Managers/Technical Staff)</b>			
<b>A. Key Personnel / Professionals</b>			
	<b>Name</b>	<b>Position</b>	<b>Task</b>
Managerial	1.		
	2.		
	3.		
Technical	1.		
	2.		
	3.		
<b>B. Support Staff</b>			
	<b>Name</b>	<b>Position</b>	<b>Task</b>
	1.		
	2.		
	3.		



***SECTION – 10***

***DRAWINGS AND ANNEXURES***

VIEWING PURPOSE ONLY

**List of Drawings**

Description	Drawing No
1. General Plot Plan	- CPC DWG 423
2. General Drawing – Tk. 02	- 6234
3. Temporary roof supporting structure	- 3520 SHEET 20
4. Deck plate arrangement	- 3520 SHEET 3
5. Pontoon	- 3520 SHEET 2
6. Floating roof accessories orientation	- 3520 SHEET 9
7. Foam dam	- 3520 SHEET 19
8. Deck manhole	- 3520 SHEET 10 & 11
9. Pontoon manhole	- 3520 SHEET 12
10. Roof legs	- 3520 SHEET 4
11. Rolling ladder	- 3398
12. Runway for rolling ladder	- 3381
13. Wheel for rolling ladder	- 3381
14. Roof drainpipe	- 3363
15. Roof foam nozzle	- 3363
16. Tank bottom	- 3216F
17. Shell	- 3217

Photos of the tank





VIEWING PURPOSE

***SECTION – 11***  
***STANDARD FORMS***

VIEWING PURPOSE ONLY

## Form for Bid Security

[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 CPC/ Purchaser]

**Date** : ..... [Insert (by issuing agency) date]

**BID GUARANTEE NO. :** ..... [Insert (by issuing agency) number]

We have been informed that ..... [Insert (by issuing agency) name of the Bid; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bid") 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 Bid, 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 Bid is in breach of its obligation(s) under the bid conditions, because the Bid.

has withdrawn its Bid during the period of bid validity specified; or

does not accept the correction of errors in accordance with the Instructions to Bids (hereinafter "the ITB") of the IFB; or

having been notified of the acceptance of its Bid by the CPC/ 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 Bid is the successful Bid, upon our receipt of copies of the Contract signed by the Bid and of the Performance Security issued to you by the Bid; or (b) if the Bid is not the successful Bid, upon the earlier of (i) our receipt of a copy of your notification to the Bid that the Bid 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)]

***CHECK LIST FOR BIDDERS***

VIEWING PURPOSE ONLY

**CHECK LIST FOR BIDDERS**

Bidders are advised to fill the following table.

ITEM	ITB Clause	YES (tick)	REFERENCE
<b>Form of Bid</b>			
Addressed to the Employer?			
Completed?			
Signed?			
<b>Bid Security</b>			
Address to the <b>Employer</b> ?			
Format as required?			
Issuing Agency as specified?			
Amount as requested?			
Validity <b>56 days beyond</b> the validity of Bid?			
<b>Qualification Information</b>			
All relevant information completed?			
Signed?			
<b>Addendum</b>			
Contents of the addendum (if any) taken into account?			
<b>Bid package</b>			
All the documents given in ITB Clause 13 enclosed in the original and copy?			
ITB Clause 21 followed before sealing the Bid package?			