



CEYLON PETROLEUM CORPORATION

**SUPPLY OF A SHAFT ALIGNMENT KIT FOR ROTATING
EQUIPMENT OF AVIATION REFUELING TERMINAL AT
BIA - KATUNAYAKE**

B/39/2026

BIDDING DOCUMENT

2026

INVITATION FOR BIDS
CEYLON PETROLEUM CORPORATION

BID FOR THE SUPPLY OF A SHAFT ALIGNMENT KIT FOR ROTATING
EQUIPMENT OF AVIATION REFUELING TERMINAL AT BIA - KATUNAYAKE

B/39/2026

The Chairman, Procurement Committee, Ceylon Petroleum Corporation will receive sealed Bids from bidders for the Supply of Alignment Kit for Rotating Equipment for Aviation- Katunayake.

*Bidding Documents may be obtained on working days between **0900 hrs and 1500 hrs, up to 10.07.2026**, from the office of the Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, upon submission of a written request and payment of a non-refundable fee of Rs. 2,000.00 (Rs. 1,653.58 + 2.5% SSCL + 18% VAT) per set. Alternatively, documents may be downloaded from the CPC website at <http://ceypetco.gov.lk/public-tenders/>. Bidders who download the documents must deposit the required fee into Account No. 004100110208633, Ceylon Petroleum Corporation, People's Bank (Head Office), and submit the payment receipt together with the Bid.*

*The Bid will be closed at **1400 hrs. on 13.07.2026** and opened at the Office of Manager (Procurement & Stores), immediately after closing time of the Bid. Bidders or their authorized representatives will be permitted to be present at the opening of the Bid.*

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

All bids shall be accompanied by a Bid-Security obtained from a Licensed Commercial Bank in Sri Lanka to a Value of Rs. 35,000.00.

Clarifications (if any) shall be sought from the under mentioned Telephone/Fax numbers.

*Chairman,
Procurement Committee,
C/o Manager (Procurement & Stores)
Ceylon Petroleum Corporation,
01st Floor,
No. 609, Dr. Danister De Silva Mwt.,
Colombo 09.
Tele : 0117296336*

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1. INSTRUCTIONS TO BIDDERS

1.1 Introduction

The Ceylon Petroleum Corporation (CPC) is inviting sealed Bids from Authorized Suppliers in Sri Lanka for the **Supply of Shaft Alignment Kit for Rotating Equipment of CPC Aviation refueling terminal at Bandaranaike International Airport (BIA) in Katunayake.**

Eligibility Criteria

- Bidder shall not be blacklisted.
- Bidder shall be a Manufacturer's Authorized Agent / Dealer of the quoted product.
- Bidder shall be in the Sri Lankan market for the supply of Shaft Alignment Kits at least within last 05 year period.

1.2 Content of the Bidding Documents

Bidding Document will consist of the followings;

- 1.2.1 Instructions to Bidders (ITB)
- 1.2.2 Conditions of Contract (COC)
- 1.2.3 Technical Specifications
- 1.2.4 Schedule of Prices
- 1.2.5 Form of Bid (Annex - A)
- 1.2.6 Format of Bid Security Guarantee (Annex - B)
- 1.2.7 Form of Agreement (Annex - C)
- 1.2.8 Format of Performance Guarantee (Annex - D)

1.3 Documents to accompany the Bid

All Bidders shall furnish adequate information in respect of the items offered. Failure to furnish the following documents and details, with the bid may result in the Bid being rejected. All documents shall be furnished in English language.

	Required Documents
i	Business Registration Certificate of the Bidder.
ii	Brand & Model Names and the Country of Origin & Manufacturer of the equipment offered.
iii	Manufacturer's certified authorization confirming that the bidder is appointed as the accredited agent for sales and maintenance of the quoted brand/items. (The bidder shall submit a valid certificate of appointment issued by the manufacturer authorizing them to quote, sell, and provide maintenance support for the offered items).
iv	Documents to prove that Bidder has experience of selling and servicing the quoted product for a minimum of the last 05 years.
v	Conditions of warranty offered on time basis
vi	Detailed Technical Specifications and literature by the Original Manufacturer pertaining to the items offered

vii	Schedule of Prices duly completed and signed
viii	Form of Bid (Annex A) duly completed and signed
Ix	Form of Bid Security Guarantee (Annex B)
x	Duly completed forms (Technical Specifications to be filled by the Bidder)

1.4 Sealing and marking of Bids

Bids shall be submitted in duplicates. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE' and shall be marked "**SUPPLY OF SHAFT ALIGNMENT KIT FOR ROTATING EQUIPMENT OF CPC AVIATION REFUELING TERMINAL AT BIA, KATUNAYAKE.**" (The Invitation to Bid title) on the top left hand corner and the statement, "DO NOT OPEN BEFORE **1400 hrs on 13.07.2026** (to be completed with the time and date specified in the Bidding Document.

Manager (Procurement & Stores),
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

If the envelope is not sealed and marked as stated above, CPC will not take the responsibility for the Bids being misplaced or premature opening. In the event of any discrepancy between the Original and the Duplicate, the Original shall govern.

1.5 Period of validity of Bids

All bids shall be valid for a **minimum period of Forty Nine (49) days (i.e. until 30.08.2026)** from the closing date of the Bid. **A Bid valid for a shorter period will be rejected as non-responsive.**

1.6 Signing of Bids

The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder. **All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.** Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bid.

1.7 Clarification of Bidding Document

A prospective Bidder requiring any clarification of the Bidding Document should notify CPC in writing by hand or post or facsimile at the CPC's mailing address indicated in the Bidding Document clause 1.4. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this

stage. CPC will respond in writing to any request for clarification or modification of the Bidding Document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC.

1.8 Deadline for submission of Bids

CPC must receive Bids at the address specified in **ITB Clause 1.4**, not later than **1400 hrs. on 13.07.2026**.

1.9 Late Bids

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

1.10 Withdrawal of Bids

A Bidder wishing to withdraw his Bid shall notify the CPC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be sent to the Manager (Procurement & Stores), which the address is given in Clause No. 1.4.

1.11 Closing of Bids

Bids shall be closed at **1400 hrs on 13.07.2026** and hence bids shall be reached to the address given in clause no. 1.4 before the time and date specified in clause no. 1.8.

1.12 Opening of Bids by CPC

Bids will be opened immediately after the closing date and time fixed for receipt of Bids. The address where bids are opened is given in clause 1.4.

1.13 Agent's Authority:

An Accredited Agent of the manufacture signing the Bidding Document on behalf of the Principal shall state the Principal's name and address, telephone number and fax number, (if any) and a letter of Authority empowering the agent.

Nomination of an Agent after the Bid has been submitted will not be valid.

1.14 Bid Security Guarantee

Each Bid shall be accompanied by a Bid Security Guarantee, (if requested) undertaking that the bid will be held valid for the specified period, and that the bid will not be withdrawn during that period. Such security shall be in the form of a Bank Draft or a Bank Guarantee issued / confirmed by a recognized Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rupees Thirty Five Thousand (**Rs. 35,000.00**) only.

The Bid Security Guarantee should be valid for Seventy Seven (77) days (i.e. upto 27.09.2026) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".

Failure to submit the Bid Security Guarantee at the time, or before the closing of Bid, and in accordance with above said requirements, and in the format provided, will result in the Bid being rejected. Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security of the successful Bidder will be returned only after receipt of the **Performance Security Guarantee**.

1.15 Schedule of Prices

Bidders are required to duly sign and return the "Schedule of Prices" as indicated in the bidding document.

1.16 Preliminary Examination of Bids

CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week's form the clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.

1.17. Correction of Errors

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

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

1.18 Evaluation of Bids:

CPC will conduct a detailed evaluation of the bids to determine whether the technical aspects have been properly addressed and whether the bids are substantially responsive to the requirements specified in this Bidding Document.

Evaluation of Bids will conduct as follows;

Technical Evaluation: will carry out based on the mandatory forms requested in the clause 1.3.

Financial Evaluation: will carry out based on the Schedule of Prices.

1.19 CPC's right to accept or reject any or all Bids

The CPC will not be bound to make the award to the Bidder submitting the lowest offer.

The CPC reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC may accept any or all items of an bid, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.

1.20 Notice of Acceptance

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

1.21 Award Criteria

1.21.1 Subject to ITB Clause 1.18, the CPC will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

1.21.2 The successful Bidder will be called upon to supply or part there off conforming to Technical Specifications, and strictly by the agreed delivery date which should be within **two (02) months** as per clause 2.3 of COC.

1.21.3 If The Successful bidder is called upon to enter in to an Agreement with CPC, the bidder should be ready to sign an Agreement with CPC.

2. CONDITIONS OF CONTRACT (COC)

2.1 Performance Security:

If it is applicable, the successful Bidder will be notified by CPC to furnish a Performance Guarantee. This guarantee shall be submitted on his owned cost and within fourteen (14) days of such notification through / confirmed by a reputed Commercial Bank in operation in Sri Lanka, for a sum equivalent to 10% **of the total Bid value** of the accepted Bid. The Performance Security shall be complied to the format given in Annex D.

If the successful Bidder fails to furnish the Performance Security aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.

The successful Bidder, in the event of his failure to furnish the Performance Security as required, shall be liable for any losses, costs expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid security shall be forfeited.

2.2 Warranty Conditions

The successful Bidder should give a Manufactures on-site comprehensive Warranty for minimum two (02) years from the date of delivery.

2.3 Delivery Period

Period of delivery shall be **two (02) months** from the date of confirmation of the order.

2.4 Mode of Payment

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

2.5 Defaults by Successful Bidder

If the successful Bidder, defaults in the supply or otherwise commit a breach of any of the provisions in the Contract with CPC, he shall be liable to pay to CPC, all losses, damages and expenses incurred by CPC, in consequence of such default or breach. Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A Form of Bid, as Annex-'A' is attached.

2.6 Force Majeure:

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

2.7 Arbitration.

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

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

3. TECHNICAL SPECIFICATIONS.

- 3.1 Working Principle of the shaft alignment kit shall be laser alignment
- 3.2 Working orientations shall be both alignment of horizontal and vertical shafts
- 3.3 Shaft diameter range shall be at least 25 mm to 150 mm
- 3.4 Measuring distance shall be at least 0 to 2 meters
- 3.5 Resolution shall be at least 1 μm
- 3.6 Accuracy at least within -2% to +2%
- 3.7 Operating temperature range shall be at least 15 $^{\circ}\text{C}$ to 50 $^{\circ}\text{C}$ (Celsius)
- 3.8 Communication between shaft mounting kits (sensor and reflector) and processing computer shall be wireless or Bluetooth
- 3.9 Working environment at least IP 65
- 3.10 Equipment should be operated with rechargeable batteries, Power supply for the battery charger 220 or 230 V 50Hz
- 3.11 Operating time with single recharge at least 5 hours (continuous use).
- 3.12 Battery shall be rechargeable
- 3.13 Country of Origin: Europe, USA, Canada, UK or Japan
- 3.14 Both the alignment kit and display unit to be provided
- 3.15 Display unit should be at least 8 inches

Other Requirements

- The shaft alignment kit have the capability to align centrifugal pumps including API 610 pumps.
- The equipment manuals and catalogs shall be provided with the equipment (this should be confirmed during bid submission)
- Minimum of one day Training session with practical sessions for the use of shaft alignment kit shall be provided at Bidder's facility or BIA Aviation refueling terminal (preferred by the bidder) and the relevant cost to be included with the bid.
- There should be after-sales services. There should be a facility or there should be arrangements to repair in case of requirement. Necessary proof documents shall be submitted with bid submission. (In case of beyond the cover of warranty or after the warranty period, separate purchasing orders will be issued for such cases)

4. SCHEDULE OF PRICES

	Item	Qty.	Unit Price (Rs.)	Total (Rs.)
1.	Shaft Alignment Kit with Display and other required accessories, manuals, Training	01		
	Sub Total - I			
	Discount			
	Sub Total - II			
	2.5% S.S.C.L.			
	Sub Total - III			
	18% VAT			
	Grand Total			

1) Grand Total in Words :

.....

2) Name of Bidder :

3) Address :

.....

4) Signature of Bidder :

5) VAT Registration No. :

6) Tel/E-mail :

FORM OF BID

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

From:

.....
.....

Sir,

A-1 Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of Contract and Technical Specification for Supply of Shaft Alignment Kit, we offer to complete the whole of said services in conformity with the said document.

A-2 Unless and until a formal agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.

A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding Document.

A-5 We agree to abide by this Bid for the period of **Forty Nine (49) days** from the date of opening of the same Bid. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 We agree to be bound by the Bid, Bid Conditions, Technical specifications and Performance security.

A-7 We affirm that the said items will be delivered **within 02 months** after we receive notice of acceptance of our Bid from the CPC.

A-8 We offer the lump sum fixed price of (foreign cost in figures)inwords).....
..... and Sri Lanka Rupees (local cost in figures) (in words)..... for Supply of Supply of Shaft Alignment Kit as detailed out in this Bidding Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of2026.

Signature.....in the capacity of
.....duly authorized to sign Bids for and on behalf of :

Name

Address
.....
.....

Witnesses:

1. Signature
Name :
Address :
.....
.....

2. Signature :
Name :
Address :
.....
.....

FORMAT FOR BID SECURITY GUARANTEE

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....[insert issuing agency's name and address of issuing branch or office].....

Beneficiary : [insert (by PE) name and address of Employer/ 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 Bidder; if a joint venture, list complete legal names of partners] (hereinafter called " the Bidder") has submitted to you its bid dated[insert (by issuing agency) date] (hereinafter called "the Bid") for execution/ supply [select appropriately) of [insert name of Contract] under Invitation for Bids No. [insert IFB number] ("the IFB")

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we[insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in figures][insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/ 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 Guarantee, 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 Guarantee issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to[insert date]

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

[signature(s) of authorized representative(s)]

FORM OF AGREEMENT

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

Whereas the CPC is desirous that the contract known as the should be supplied by the supplier, and has accepted a Bid by the supplier for the supply of such equipment, and the remedying of any defects therein.

The CPC and the supplier agree, as follows: -

1. In the agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor's scope of work hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
 - Letter of Acceptance dated _____
 - The Technical specifications
 - The Bid dated-----
 - The Conditions of Contract
 - The Completed schedules and

In consideration of the payments to be made by the CPC to the Supplier as hereinafter mentioned, the supplier hereby covenants with the CPC to supply and remedy any

defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

The CPC hereby covenants to pay the Supplier in consideration of the Supply and the remedying of 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 have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the CPC		Authorized Signature of the Supplier	
In the presence of		In the presence of	
Name		Name	
Signature		Signature	
Address		Address	

FORMAT FOR 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] datedwith 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 theday of, 2026 [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....
[Signature(s)]