



CEYLON PETROLEUM CORPORATION

(Established by Parliamentary Act Number 28 of 1961)

BIDDING DOCUMENT

Renovation of wash rooms and colour washing work in pump house

TENDER NO – C/ 10 / 2026

*Chairman,
Departmental Procurement Committee,
C/o. Deputy Refinery Manager,
(Maintenance & Projects),
Ceylon Petroleum Corporation,
Refinery Division,
Sapugaskanda,
Kelaniya,
Sri Lanka.*

BIDDING DOCUMENT

CEYLON PETROLEUM CORPORATION REFINERY DIVISION

Renovation of wash rooms and colour washing work in pump house TENDER NO – C/ 10/ 2026

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible bidders for “Renovation of wash rooms and colour washing work in pump house”.

To be eligible for awarding the contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and have carried out similar kind of work and must be registered with Construction Industry Development Authority CIDA of Grade C8 or above qualification criteria stated in the Bidding Document.

The bidders can download the bidding document from CPC website, i.e. - <http://ceypetco.gov.lk/public-tenders/>. The bidder should pay a non – refundable fee of Rs. 1,000.00 to the Account No.004100110208633 of Ceylon Petroleum Corporation of People’s Bank (Head Office) and the payment receipt should be submitted along with the Bid.

The bid will be closed at 1400 hrs. on 06/ 07 /2026 and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid.

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

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1 INSTRUCTION TO BIDDERS

- 1.1 Chairman, Departmental Procurement Committee (hereinafter called DPC) on behalf of Ceylon Petroleum Corporation, Refinery Division (hereinafter called CPC), hereby calls bids from firms (hereinafter called Bidders) having experience to carryout “Renovation of wash rooms and colour washing work in pump house” with inspection by CPC, as per scope of work & technical specifications given in this Bidding document at the CPC Oil Refinery premises situated at Sapugaskanda, Kelaniya, Sri Lanka.
- 1.1 The bidders can download the bidding document from CPC website i.e <http://ceypetco.gov.lk/public-tenders/>. The bidder should pay a nonrefundable fee of Rs. 1,000.00 to the Account No.004100110208633 of Ceylon Petroleum Corporation of People’s Bank (Head Office) and the payment receipt should be submitted along with the Bid.
- 1.2 Eligibility of the bidder
 - ❖ **The bidder shall have experience in carrying out similar kind of works in the past 5 years**
 - ❖ **Possessing registration with Institute for Construction Training & Development CIDA - (ICTAD of Grade C8 or above.)**
 - ❖ **Also, the bidder must assign a qualified site engineer full time at the site until the work is accomplished by CPC.**
- 1.3 The site is located at CPC Refinery at Sapugaskanda, Kelaniya, Sri Lanka, 17km by road from Colombo, Sri Lanka.

2 BASIS OF CONTRACT

- 2.1 The contract will be carried out on measure and pay basis. The offered value covers the total value for completion of the entire job as per the scope of work in this Bidding document, of the “Renovation of wash rooms and colour washing work in pump house, VAT, all local taxes, employee provident fund and insurance of labour, supervision, transportation costs, cost of equipment, etc.
- 2.2 The contract will be entered into with CPC.
- 2.3 The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of CPC. The contractor shall however, not require such consent for any part of the works of which the manufacturer or supplier is named in the contract. The contractor shall be responsible for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the contractor, his agents or employees.

3 BASIS OF BID

- 3.1 Bidders are to submit completely filled details given in attached BOQ in Schedule "A", as per scope of work in this Bidding document.
The bidders who are registered for the purpose of VAT should indicate the amount of VAT claimed separately in the bid documents along with the VAT registration number. If the bidder is not registered for VAT, only the net value of the tenders shall be indicated.

- 3.2 Additional services provided by the bidder that have not been covered by this bidding document shall be clearly stated for CPC's consideration.
- 3.3 Exceptions to CPC's Bidding document shall also be clearly stated by the bidder. If no exception is stated, CPC would assume that the bidder fully conforms to the conditions in this Bidding document.
- 3.4 All alterations & erasers in bid offer have to be initialed by the bidder.

4 PRE-BID MEETING

The pre-bid meeting and the site visit will be held at **9.30 hrs.** on 01/ 07/2026 at Refinery premises (pre- bid meeting will be held at Refinery Training Center). As this work is to be done in a critical place, bidders are requested to attend pre bid meeting and site visit.

5 BID SECURITY GUARANTEE

- 5.1 Each bid/tender shall be accompanied by a Bid Security Guarantee undertaking that the offer will be valid for 77 days and that the offer will not be withdrawn during that period. Such Bid Guarantee shall be in the form of a guarantee issued by a reputed commercial Bank operating in Sri Lanka and acceptable to the CPC and should be encashable on demand and payable to CPC equivalent in value of Sri Lanka Rupees **75,000.00**.
- 5.2 The Bid Security Guarantee shall be valid for **107 days** from the date of opening of tender and shall be in accordance with the specimen in Schedule "B", "Form of Bid Security Guarantee".
- 5.3 Failure to submit the Bid Security Guarantee at the time or before the closing of tender and in accordance with the above said requirements will result in the tender offer being rejected. Bid Security Guarantee from unsuccessful bidders will be returned to them after an award is made in accordance with the above said requirements.
- 5.4 The Bid Security Guarantee of the successful bidder will be returned to him after receipt of Performance Guarantee.

6 PERFORMANCE GUARANTEE

- 6.1 On the tender being accepted, CPC shall notify such acceptance to the successful bidder whose tender has been accepted. Such notification shall require the successful contractor to furnish at his own cost and expenses, a Performance Guarantee through a reputed commercial Bank in Sri Lanka acceptable to CPC in a sum not less than 10% of contract price (without VAT) of the successful tenderer at or before the time and date specified in such notification. The Performance Guarantee shall be strictly in the form given in schedule 'C' "Form of Performance Guarantee" of this Bidding document.
- 6.2 If the successful bidder fails to furnish a Performance Guarantee as provided therein, the Bid Security of such tenderer/ bidder will be forfeited at the sole discretion of the Chairman, DPC and such contractor will be placed in the list of defaulting contractors.

- 6.3 CPC shall forthwith be entitled in its absolute discretion to establish such other person as it may think fit (whether another bidder or not) at the risk and expenses of the defaulting contractors and make arrangements required for the performance of the successful bidder has been accepted and shall be further entitled to recover from the defaulting contractors all loans, costs, damages and expenses CPC may sustain in consequences of default by the said bidder.

7 BIDDING INSTRUCTIONS

- 7.1 Bidder shall bid for the complete job in accordance with this Bidding document. Bids are to be furnished in:

Section 1 – Complete technical proposal indicating the method to be adopted for the “Renovation of wash rooms and colour washing work in pump house”

Section 2 – Complete the Commercial proposal giving a breakdown of the measure & pay price following categories as “Tender & Schedule of prices “as in Schedule ‘A’.

8 GENERAL INFORMATION TO BE INCLUDED IN THE BID

- 8.1 Bidder should state in his bid offer address including phone number, fax to which orders, notices and correspondence related to bid offer is to be sent. Any change of address should be notified to CPC and any such change shall be valid only when such notification has been authorized by CPC.
- 8.2 Background of the bidder, place of business, No. of years of experience in the field, Financial Audited report of the company for the last 3 years and names and addresses of (present & former) clients other than CPC.
- 8.3 Indication of similar jobs in hand. Any proposed arrangements with others, either affiliates or associated companies, the extent of the work the bidder will handle with his own personnel and equipment, if not, extent of work to be sub-contracted, litigation if any should also be notified.
- 8.4 Plan or method of carrying out work.
- 8.5 All equipment and manpower shall be covered by Insurance by the bidder.

9 ACKNOWLEDGEMENTS

Bidders shall answer by fax any written query raised by **DPC** on the proposals at the stage of evaluation of bids.

10 AMENDMENTS / CLARIFICATIONS

- 10.1 DPC reserves the right to issue amendments to the Bidding document and when deemed necessary up to the time one week before closing date of tender.
- 10.2 Bidders if they so desire request additional information or clarification on this bidding document or seek any other pertinent information (at least 10 days before the tender closing date) from the:

Deputy Refinery Manager (Maintenance & Projects)
Ceylon Petroleum Corporation

Refinery Division
Sapugaskanda, Kelaniya
Sri Lanka.
Tel. No. 0094-11-2400431/ 011-7732977
Fax No. 0094-11-2400431/ 2400436

- 10.3 Where prospective bidder has not sought any such clarification, such bidder shall be deemed to have accepted the Bidding document in full.

11 CLOSING DATE OF BID

- 11.1 Bids are to be furnished in accordance with all relevant information given in the Bidding document.
- 11.2 One original and one copy of the bid proposal are to be submitted. The copy will be retained by Finance Function of the Refinery after reading out the original at the bid opening as given in Para 12. The figures given in the original will be binding. The offer given in writing will be considered as the total offer for the entire job. Bids are to be submitted before **14.00 hours** of Sri Lanka time on **06/ 07/ 2026**.
to : Chairman, Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09
- 11.3 Bid proposals may be sent to above address given in the Para 11.2 by registered post or delivered at the above address. Bids sent under registered post must reach the above address before the given time and date of closing of Bid given in Para 11.2.
- 11.4 Bids received prior to the bid closing time will be kept secure and un-opened until the time and date of opening given in Para 12.1. CPC will not take any responsibility for any bid documents sent by post.
- 11.5 Reference “Renovation of wash rooms and colour washing work in pump house” should be written on all bid proposal covers and all sealed envelopes.

12 OPENING OF BIDS

- 12.1 Bids will be opened at **14.00 hours** on **06/ 07/ 2026** at;
Office of Manager (Procurement & Stores),
Ceylon Petroleum Corporation
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09
Sri Lanka

Bidders may attend the opening of bids if they so desire. Bidders’ representative must carry an authoritative letter and identity from the main contractor. Aggregate Bid, prices will be read out in public at the opening of bids.

13 PERIOD OF VALIDITY OF BID

Bid offers should be valid for acceptance for a minimum period of 77 days from the date of opening of bids.

14 SCHEDULE OF PAYMENT

- 14.1 Bidders have to submit duly filled payment schedule “A” along with the bid.
- 14.2 Advance payment to a maximum of 10% will only be paid on submission of a bank guarantee from a reputed Bank operating in Sri Lanka acceptable to CPC.
- 14.3 In case of advance payment, the full amount of advance payment will be deducted from first part payment.
- 14.4 Progress/part payments will be made on the basis of 75% of the value of work completed. The balance 25% will be retained until the successful completion and handing over of the work to CPC and released subject to retention conditions in clause 14.5. Part payment will be made to contractor within one month of submission of part payment bill by the contractor.
- 14.5 Five (5%) percent of the total contract value will be withheld as the retention money of total payment mentioned in clauses 14.4 which will be released twelve months (12) after successful completion and acceptance of the work.
- 14.6 Progress payments
The contractor will be entitled to claim on completion of each item subjected to payment conditions in clause 14.

15 TAX LIABILITIES

- 15.1 Contractor shall be liable to pay the taxes levied by Sri Lanka Governmental Authorities such as Inland Revenue Dept. or Local Government Authorities grants on its income and profits derived from execution and shall also be liable for all income taxes of its sub-contractor's personnel and the local agents.
- 15.2 Contractor shall accept liability to pay all taxes, turnover tax, value added tax, social security contribution levy, other taxes like import duty levies, fees, stamp duties, and the like including but not limited to any sales or withholding taxes levied by whatsoever authorities in respect of the construction equipment, material supplied and any other equipment incorporated on this project.

16 PART PAYMENT/RETENTION MONEY

As agreed and given in schedule of payment under section 14 of this Bidding document, CPC will honor any part payment bills. Retention money will be withheld from such part payments at the rate of 25% of that part payment bill. 5% of the total value will be withheld from the final payment as retention money after completion of work. The retention money will be released 12 months after completion and acceptance of the completed work.

17 LIQUIDATED DAMAGES

The successful contractor will pay to CPC, as liquidated damages for failure to comply with contractor's obligation to complete the work in the time guaranteed, an amount for each calendar day after the said date, at the rate of 0.35% of the contract price per week subject however that the maximum liability of the contractor will not exceed 10% the contracted price.

18 DEFAULTING CONTRACTORS

Bid offers will not be entertained from firms or persons who have been placed on the list of defaulting contractors of the government of Democratic Socialist Republic of Sri Lanka or the CPC.

19 PROJECT SCHEDULE

- 19.1 Project schedule from the time of award of contract to handing over shall be **02 months**. The bidder should submit an overall project schedule showing the number of calendar days required to reach the date of completion and showing the time required for completion of various phases of work.
- 19.2 CPC reserves the right to terminate the contract under the following conditions, in which event Performance Bond of the contract will be forfeited.
- (a) The Contractor stops work for 7 days when no stoppage of work is shown on the current program and the stoppage has not been accepted and authorized by the CPC.
 - (b) The Contractor has delayed the completion of the work by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the clause 17 of the Bidding document.

20 RIGHTS OF THE PROCUREMENT COMMITTEE

- 20.1 Bid evaluation committee / CPC reserves the right to accept or reject in full or in part any submitted bid and without assigning any reasons what so ever and /or ask the contractor to make amendments to the offer. The lowest bidder will not necessarily be accepted.
- 20.2 CPC is not responsible for any expenses or losses whatsoever which may be incurred by a bidder in the preparation and submission of the bid or bid guarantee.

21 LACK OF INFORMATION

- 21.1 Any other information required by contractor can be ascertained upon application at the office of Deputy Refinery Manager (Maintenance & Projects) given in Para 10.2 of Bidding document up to the time one week before closing date of tender.

21.2 Bidders must acquaint themselves fully with the conditions of the site bidding document. No plea of lack of information will be entertained at any time or stage of the proposal and implementation of the project.

22 SCOPE OF SUPPLY BY CPC

22.1 Construction material

22.1.1 No material will be supplied by CPC

22.2 Utilities

22.2.1. CPC will provide sufficient construction utilities at site at no extra cost to the bidder, which include supply of single phase power supply and water for the construction purposes.

22.2.2. 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.

22.2.3. 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.

22.2.4. The contractor's power distribution boards should consist of adequate over current and earth leakage protective devices for safety of men and machinery.

22.2.5. It is the responsibility of the contractor to maintain his switchgear and cable network in good condition, so as to provide, complete safety of men and machinery.

22.2.6. Power supply will be energized after a thorough check and inspection by the CPC electrical engineer, provided all requirements under above clauses are satisfied.

22.2.7. The whole electrical installation of the contractor should conform to the IEE Wiring Regulations (16th Edition) published by the Institution of Electrical Engineers (IEE) London. The safe working voltage for all portable hand lamps and portable hand-held tools up to 2KW should not exceed 110V. (Only 110V, 1 phase center point earthed reduced low voltage system is allowed).

23 CONTRACTOR'S SCOPE OF SUPPLY

23.1 All Supervisors and Laborer required to carry out the job and safety gears for the Contractor's personnel shall be supplied by the Contractor.

23.2 All tools, material and equipment with necessary consumables.

23.3 Diesel and other consumables for all machinery/ equipment required.

23.4 Contractor must obtain an insurance cover for all his man and site equipment so that CPC will be released from any responsibility regarding accidents, losses, the damages etc.

Note: All equipment should be maintained in good working order and tested where applicable and conform to requirements of the Latest Factory Ordinance of Sri Lanka & to the satisfaction of the Refinery Fire & Safety Department.

Contractor must obtain an insurance cover for all his man power and equipment so that CPC will be released from any responsibility regarding accidents, losses etc.

24 CONTRACTOR'S SCOPE OF WORK

Renovation of wash rooms and colour washing work in pump house, including demolition and renovation of existing bathroom and toilet areas, construction of new bathrooms and toilets with all associated block work, plastering, floor tiling, ceiling works, painting and finishing, plumbing works including water supply and drainage pipe installation, fixtures and fittings, renovation of tea room, supplying and installation of PVC water tank with complete plumbing connections, testing and commissioning of all sanitary and plumbing systems, and all necessary labour, materials, tools, equipment, and incidental works required for satisfactory completion of the works in accordance with drawings and specifications.

Contractors scope covers carrying out following work as per the bidding document and instructions of CPC.

- 24.1 Demolish the walls tiling/ bathroom/tiling/fittings and remove all debris as directed. (This Item includes Demolishing of wall to the exact measurements & removing all electrical and water sewer lines, with the coordination of the relevant maintenance departments.) These debris should be dumped away as directed by the CPC representative in Schedule "A".
- 24.2 Supplying and fixing approved quality floor tiles and wall tiles, including base preparation, screening, laying, joint filling, and cleaning, as per Schedule "A".
- 24.3 Supplying and fixing ceiling works (as per design), including framework, panels, finishing, and necessary support, as per Schedule "A".
- 24.4 Demolition of existing structures where required and construction of new bathroom and toilet facilities as per drawings and specifications, as per Schedule "A".
- 24.5 Renovation and construction of tea room, bathrooms, and toilets, including supplying and fixing all material, as per Schedule "A".
- 24.6 Supply and installation of PVC water tank, Complete plumbing connections to PVC tank, Testing and commissioning of all sanitary and plumbing systems and All labour, materials, tools, equipment, and incidental works required for completion as per drawings and specifications
- 24.7 New Scaffoldings in accordance with CPC Refinery, Scaffolding Procedure No. R.M. 097.88 (dated 1988.11.01) is required.

25 TECHNICAL SPECIFICATIONS / CODES / STANDARDS

- 25.1 CPC engineers and inspectors will carry out inspection at all stages of work and in the event of any rejection arising out of quality of standard of work, such work shall be redone by the contractor at no cost to CPC.
- 25.2 All materials shall be the best of kind & original makes and shall comply with the requirements of the relevant specifications. CPC shall exercise to reject all the materials not complying in quality with the approval samples and all costs incurred by this rejection shall be borne by the contractor and shall provide the necessary details to CPC engineer regarding the dates & sources of obtaining such material.

26 MANPOWER AND SCHEDULES

- 26.1 Bidder must abide by Refinery Fire and Safety Regulation as given in section 30.
- 26.2 The working hours will be from 7.30 hrs to 19.30 hrs including Saturdays, Sunday and other holidays. If necessary the contractor will be instructed to work round the clock to keep the schedule and to meet the given target.

27 GUARANTEE

- 27.1 Contractor will guarantee that the work hereunder shall be free from defects and shall conform to and shall perform so as to comply with tender specifications contained in Instructions to Bidders or other specifications as may be ordered or approved by CPC.
- 27.2 Any repairs during the guarantee period of 12 months informed to the Contractor. And if, not repaired by the contractor will be repaired by CPC and such cost will be deducted from the retention money of 5% and the contractor will be considered to be defaulted & same will be notified to the contractor.

28 BID EVALUATION & SELECTION:

Following the opening of bid proposals, all bids will be evaluated by DPC. Only the lowest responsive evaluated bid is one which accepts the terms and conditions of the Bidding document.

29 FORCE MAJEURE

Contractor or CPC shall not be responsible for any delay or failure here-under resulting from causes beyond their control including but not being only restricted, to acts of god, fires, explosions, flood, earthquakes, wind storms, national strikes, national riots national walk-outs, national boycotts, wars, laws, regulations or acts of any government or from other cause beyond contractor's control and which by the exercise of due diligence company is unable to prevent.

30 SAFTY REGULATIONS & REGULATIONS FOR THE PREVENTION OF FIRE

(To be observed by the contractor, his sub-contractors and his and their workers , agents and invitees)

All persons engaged in work at Ceylon Petroleum Corporation, Refinery, Sapugaskanda (hereinafter called the Refinery) 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.

- 30.1 The whole of the premises within the boundary fence is constituted a danger area with the exception of any area expressly exempted by the Refinery Manager (hereinafter called the Manager).
- 30.2 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.

30.3 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 signatures necessary for excavation permits, safety certificates and clearance certificates and if the work involves sparks of flames, also a fire permit.

All precautions stipulated in these documents must be observed by the Contractor, his employees, agents or invitees. 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.

30.4 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.

30.5 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 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.

30.6 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.

30.7 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, may be taken to the danger area.

30.8 Smoking is strictly prohibited in any part of the Refinery.

30.9 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.

30.10 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 tires of good condition. All contract drivers must have a valid driving license.

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 into an operational area without having a valid Fire and Safety Permit.

30.11 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.

30.12 All contract work should be stopped if the fire siren is sounded or in case of a Refinery Emergency.

- 30.13 (a) The Contractor shall ensure that his employees and those of any of 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.
- (b) 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.
- 30.14 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.
- 30.15 All accidents caused to the contractor's employees must be reported to the Fire and Safety Department immediately.
- 30.16 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.
- 30.17 If the Contractor /Sub Contractor intends 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.
- 30.18 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.
- 30.19 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.

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 31 - Safe means of access and safe place of employment.

31 SECURITY CLEARANCE

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

- 31.2 All contractors' personnel and their vehicles will be required to obtain gate passes before entering into the Refinery.
- 31.3 Any part of the work that is to be sub contracted should be notified during the process of tendering and the name of the sub-contractor along with the offer. If the sub-contractor is to be changed after the award, written permission of the CPC will have to be obtained.

32 ARBITRATION

- 32.1 (a) Any dispute of whatever nature arising from, out of or in connection with agreement, on the interpretation thereof: or the rights, duties, obligations or liabilities of any Party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be referred to by either Party to arbitration for final settlement, in accordance with the Arbitration Act No. 11 of 1995, or any amendment thereof,
- (b) Pending the award in any arbitration proceedings hereunder,
- (i) This Contract and the rights and obligations of the Parties shall remain in full force and effect and
- (ii) Each of the Parties shall continue to perform their respective obligations under this Contract. The termination of this Contract shall not result in the termination of any arbitration proceedings pending at the time of such termination nor otherwise affect the rights and obligations of the Parties under or with respect to such pending arbitration.
- (c) Any award rendered by the arbitral tribunal shall determine the extent to which the cost of arbitration is to be borne by each Party. The arbitration Centre charges (if any) and the compensation to the arbitrator shall be equally shared by the Parties initially.
- 32.2 **Composition of the Arbitral Tribunal:**
The arbitral tribunal shall consist of a sole arbitrator who shall (u appointed in the manner provided in Sub-Clause 32.3
- 32.3 **Selection Procedure:**
The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period then the Arbitrator shall be appointed in accordance with the Arbitration Act No. 1 of 1995, or any amendments thereof.
- 32.4 **Venue & Language:**
The venue of arbitration sha-1I be in Sri Lanka. Unless otherwise agreed to by the Parties the proceedings shall be conducted and the award shall be rendered in the English language.

SCHEDULE 'A'

FORM OF BID

TENDER & SCHEDULE OF PRICES FOR “RENOVATION OF WASH ROOMS AND COLOUR WASHING WORK IN PUMP HOUSE”

Chairman,
Department Procurement Committee,
Ceylon Petroleum Corporation,
Oil Refinery Sapugaskanda,
Kelaniya,
Sri Lanka.

Dear Sir,

TENDER FOR “RENOVATION OF WASH ROOMS AND COLOUR WASHING WORK IN PUMP HOUSE”

We hereby tender for the “Renovation of wash rooms and colour washing work in pump house” in conformity with the conditions as stated in the Bidding Document.

Having perused the Bidding document for the “Renovation of wash rooms and colour washing work in pump house” and the Bill of quantities referred to therein, I/ We hereby agree to comply with the Conditions of the said Tender.

I/ We undertake to conform to all the Terms & Conditions in the said Tender and the Bill of quantities and payment schedule within the time specified.

I/ We declare that I/ We have perused the Performance Guarantee (Schedule ‘B’) and the Agreement (Schedule ‘F’) respectively and confirm our compliance with the said Performance Guarantee and Agreement in the event of award of Tender.

Unless and until a formal agreement is engrossed and executed this Form of Tender dated together with your written acceptance thereof shall constitute a binding contract between us.

I/ We am / are fully aware that the acceptance of any Tender will be at the sole discretion of the Department Procurement Committee, Ceylon Petroleum Corporation.

Signature of Bidder :

Date :

Address :
.....

BILL OF QUANTITIES
RENOVATION OF WASH ROOMS AND COLOUR WASHING WORK IN
PUMP HOUSE

Item	Description	Unit	Quantity	Rate (Rs)	Amount (Rs)
	The contractor shall provide and be fully responsible for all materials, labour, and equipment required for the execution of the works				
	A- Preliminaries				
A-1	Demolish the walls tiling/ bathroom/tiling/fittings and remove all debris as directed. (This Item includes Demolishing of wall to the exact measurements & removing all electrical and water sewer lines, with the coordination of the relevant maintenance departments.) These debris should be dumped away as directed by the CPC representative.	Item	-	Sum	
	B- Floor Tiling				
	Including approved waterproofing layer to the base surface, neat cement floating, and pointing joints with matching coloured cement, complete as directed by the site engineer.				
B-1	If required , after removing the existing floor, if the surface is unsuitable, a G20 concrete floor with a thickness of 100 mm shall be constructed according to site conditions, as directed by the site engineer.	m3	8.00		
B-2	Supplying & fixing 600mm X 600mm ceramic floor tile paving of approved colour & non skid pattern set in cement & sand 1:3 bedding 12mm thick with neat cement floating & the joints pointed with coloured cement to match the colour of the tiles. Including approved waterproofing layer to the base surface, neat cement floating, and pointing joints with matching coloured cement, complete as directed by the site engineer.	m2	70.00		

	Approval of CPC should be obtained for the specific design.				
B-3	Supplying & fixing ceramic floor tile skirting of approved colour.	m	57.00		
B-4	Supplying, Laying of 600mmX600mm(or1200mmX600mm) ceramic bath room floor tile paving of an approved colour and non skid pattern set in 1:3 bedding thick with neat cement floating and joints pointed with coloured cement to match the colour of the tile. Approval of CPC should be obtained for the specific design.	m2	15.00		
B-5	Supplying, Laying 600mmX300mm ceramic bath room wall tile paving of an approved colour and non skid pattern set in 1:3 bedding thick with neat cement floating and joints pointed with coloured cement to match the colour of the tile.	m2	50.00		
B-6	Supplying and laying of natural granite (Black colour) on work top for wash rooms	ft2	16.00		
B-7	Adjusting wooden doors to required level after tiling, including planing bottom edge, hinge adjustment, sanding, and finishing.	Nos	8.00		
B-8	Preparing and repairing existing Pavement surfaces by hacking off loose plaster, cleaning and removing dust, vegetation, and defective materials, and filling cracks and damaged areas; providing and applying cement sand plaster and rendering to the required thickness and painting, including leveling, finishing, curing, and all necessary surface preparation; complete in all respects as directed by the Engineer	m2	70.00		
	C - Ceiling				

C-1	<p>Supplying and fixing asbestos ceiling sheets(6mm) of approved thickness to timber(Kempas) framework, including necessary supports, framing, screws, washers, and accessories. Ceiling to be properly aligned and fixed to required levels, complete in all respects as per Engineer's instructions and preparing and applying approved primer and finishing paint (or Galvanized paint) to all exposed timber members(or steel roof truss), including roof trusses and ceiling framework, complete in all respects.</p> <p>The scope shall also include proper roof sealing to prevent any ingress into the ceiling area.</p>	m2	85.00		
C-2	<p>Providing and fixing valance board (wadimbu) along ceiling edges with gutter/roof edge work, properly framed, aligned, and finished to match the ceiling and including necessary supports, framing, screws, washers, and accessories.</p>	m	70.00		
	D- Bathrooms & Toilets				
D-1	<p>HPL Board Partition Work As per in the CPC drawing (Approx.area 11 m2)</p> <p>Note: Partition work made out of 12mm thick high pressure laminating boards. Total partition height would be 1980mm with legs , from floor level. Door would be 600mm X1800mm swing door(Nos.04) Partition would be complete with black powder coated aluminium extrusions and nylon coated black colour accessories with one unit of coat hook , door knob, door lock and set of auto return hinges and corner fastners and as directed by the site engineer.</p>	Item	-	Sum	
	BOQ items D-2 to D-11 include all plumbing works, with the contractor responsible for the supply of all materials and equipment. All sanitary fitting shall be approved by the Engineer before installation.				

D-2	Supplying & fixing Wall Mounted Rain Shower with Shower Arm and Soap tray. (stainless steel shower head Light grey whole piece silicon nozzle, with 9.5 L / min flow regulator Size: 200*2 mm Watermark 05 Years Warranty)	Nos.	3.00		
D-3	Supplying and fixing wash basin, including bottle trap, and all required accessories.	Nos.	2.00		
D-4	Supplying and fixing closed couple water closet Including all necessary accessories.	Nos.	3.00		
D-5	Supplying & fixing high neck lever tap Supplying & fixing bib tap.	Nos.	2.00		
D-6	Supplying & fixing angle valve.	Nos.	4.00		
D-7	Supplying & fixing flexible hose (2')	Nos.	4.00		
D-8	Supplying & fixing mirror without frame (approximate size-600mmX 900mm square type	Nos.	2.00		
D-9	Supplying & fixing compacted ball valve (3/4")	Nos.	4.00		
D-10	Supplying and fixing floor trap	Nos.	5.00		
D-11	Supplying and fixing Towel rail	Nos.	2.00		
D-12	Water sewer lines replacing with new pipes after the modification, with the coordination of the relevant maintenance departments. These debris should be dumped away as directed by the CPC representative and as directed by the site engineer.	Item	-	Sum	
	E- Block work				
	Rate shall include for lifting, handling, wetting, all rough and fair cuttings, plumbing ,reveals, rough arches ,raking out all joints for pointing plastering , cutting chases, making good at the completion.				
E-1	150mm thick block work in 1:5 cement sand mortar in wall	m2	7.00		

E-2	Supply and fix half glazed door overall size (Door 1200mmX2100mm bronze- black powder coated anodized (10-15 microns) 70mm casement in clear glass with door - 100D door profile good quality door lock ,door handle , door closer and all necessary fixtures	Nos	3.00		
E-3	Providing and fixing aluminium framed bathroom Fan Light size 450mmX600mm Window with powder-coated/anodized finish, including frame and shutter with frosted glass, necessary fittings and fixtures, proper sealing, and complete installation as per drawings and specifications.	Nos	3.00		
E-4	Supply and fix swing window overall size 1800mmX1000mm Bronze- black powder coated (10-15 microns) 60mm window in clear glass including casement lock ,bar hinges and all necessary fixtures and fittings.	Nos	1.00		
	F- Plastering Work				
F-1	Internal and external wall, cement and sand mix 1:5 plaster 15-20mm thick finished smooth with skim coat including foaming.(Gypsum Plaster)	m2	14.00		
	G-Painting				
G-1	Prepare surface and apply one coat of acrylic primer and two coats of emulsion paint of an approved colour and quality to internal walls including reveals.	m2	350.00		
G-2	Prepare surface and apply one coat of acrylic primer and two coats of weather shield paint of an approved colour and quality to external walls including reveals.	m2	210.00		
	H-Tea room Renovation Works				

H-1	Carrying out demolition of existing window and masonry as required, removing debris from site, and supplying and fixing new aluminium window complete with all necessary fittings and finishes as per drawings and specifications. Providing and fixing black granite countertop over concrete slab, including cutting, polishing, edge finishing, necessary supports, and proper fixing with adhesives and sealants, complete in all respects as per drawings and specifications. Supplying and fixing pantry cupboard as per approved design, including all necessary fittings and accessories, and supplying and installing stainless steel single bowl sink (2 year warranty) with water tap, including all required plumbing works such as inlet and outlet connections, waste fittings, bottle trap, sealants, and testing, complete in all respects as per drawings and specifications.	Item	-	Sum	
	I-Supplying & Installation of PVC Water Tank				
I-1	Supplying, delivering, and installing PVC water tank (2000L) of approved capacity including all inlet, outlet, overflow, and washout connections. Excavation for underground pipe trenches in all types of soil, supply and laying of uPVC pipes with fittings and solvent joints, sand bedding, backfilling and compaction, and supply & fixing of valves and necessary accessories, complete in all respects as per Engineer's instructions.	Item	-	Sum	
	Total				
	18% VAT				
	Grand Total				

Total Amount in words :
.....

Name & address of Tenderer :
.....

Telephone number :

FAX number :

Company Stamp & Signature :

SCHEDULE 'B'

FORM OF BID SECURITY GUARANTEE

Deputy Refinery Manager (Maintenance & Projects),
Ceylon Petroleum Corporation,
Refinery Division,
Sapugaskanda,
Kelaniya,
Sri Lanka.

Dear Sir,

Bid guarantee for “Renovation of wash rooms and colour washing work in pump house” Tender Ref. No.

We herewith issue our irrevocable letter of Guarantee in favor of Ceylon Petroleum Corporation by order of amounting Ceylon Petroleum Corporation for participation in the Tender for closing on

This Guarantee is payable immediately upon Ceylon Petroleum Corporation issuing a letter stating that a Tender was awarded to

.....

(Name of Bidder)

by Ceylon Petroleum Corporation and that the said,

.....

failed to honour and / or perform the said Tender in accordance with the Agreement between Ceylon Petroleum Corporation and the said

.....

(Name of Bidder)

This Letter of Guarantee is valid up to and claims if any, have to be lodged with us in writing on or before for Bank Ltd.

.....

(AUTHORIZED SIGNATURE – BANK)

SCHEDULE 'C'

PERFORMANCE GUARANTEE

KNOW ALL MEN BY THESE PRESENTS that at the request of,.....
.....(Hereinafter called the Contractor),
We.....(Hereinafter called the Bank) are held and firmly
bound unto:

THE CEYLON PETROLEUM CORPORATION, a Corporation established b ACT No. 28 of 1961 and having
its office at No.609, Dr.Dansiter De Silva Mawatha Colombo 9, (hereinafter called the Corporation) in the
full and just sum of Rs.....
(.....) for the payment of which sum well and truly to be made. The
Contractor and the surety bind themselves their heirs, executors, administrators,
Successors and assigns firmly to these presents.

WHEREAS the Contractor has entered into a contract with the Corporation for.....
..... in accordance with the conditions of tender set out for
this purpose.

NOW the condition of the above written bond or obligation is such that if the Contractor shall well and truly
perform and observe all the agreements, conditions and stipulations under or virtue of the said contract or
any award is made under the provisions therein contained ought on the part of the contarctor to be performed
or observed then this obligation shall be null and void and in the event of any breach of the said terms or
conditions in the said Contract in consequence of the non-observance or non-performance by the Contractor
of their obligations therein contained the contractor or the said Bank shall pay on the first written demand to
the Corporation the full and just sum of Rs..... provided that the rights and
remedies of the Corporation are not in substitution of its rights and remedies under the contract and this
guarantee shall not be prejudiced, avoided or affected by any indulgence or forbearing of the Corporation
towards the Contractor in connection with such contract as aforesaid.

NOT WITH STANDING anything contained herein-before our liability under this bond is restricted to
Rs.....

This performance Guarantee expires onand all claims under this bond must be
submitted to us not than said expiry date after which the Guarantee becomes automatically null and void.

Yours faithfully,

.....
Signature Signature

Status : Status :

We hereby state that we have been authorized and empowered to sign this Performance Guarantee on behalf
of

WITNESSES:

- (1)
- (2)

SCHEDULE – ‘D’

FORM OF ADVANCE PAYMENT BANK GUARANTEE

BOND NUMBER : DATE :

SUM GUARANTEED :

To :

Chairman,
Ceylon Petroleum Corporation,
Ceypetco House,
No. 609, Dr. Danister De Silva Mawatha,
Colombo -09
Sri Lanka.

Dear Sir,

Name of the contract :

In accordance with the provisions of the Conditions of contract, of the above mentioned contract (name and address of contractor) (Hereafter called "the contractor") shall deposit with(name of employer) a bank guarantee to guarantee his proper and faithful performance under the said Contract in and amount of(amount of guarantee) (amount in words).

We, the(Bank), as instructed by the contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to (name of employer) on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding..... (amount of guarantee), such amount to be reduced periodically by the amounts recovered by you from the proceeds of the contract.

We further agree that no change or addition to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract document which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification. No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the contractor pursuant to the contract.

This guarantee shall remain valid and in full effect from the date of the advance Payment under payment under the contract until (name of employer) receives full repayment of the same amount from the contractor.

Signature and Seal of the Guarantor :

Name of the Bank :

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

Date :

Witness

(1)

(2)

SCHEDULE – ‘ E ’

FORM OF AGREEMENT

AGREEMENT NO: **DATE:**.....

THIS AGREEMENT made related in Colombo on thisday of.....2026 between the Ceylon Petroleum Corporation established by Act No. 28 of 1961 and the amendment thereto and having its Head Office at No 609, Dr.Danister De Silva Mawatha, Colombo 09 and Principal Business Place at Oil Refinery, Sapugaskanda, Kelaniya, Sri Lanka (hereinafter referred to as the “Corporation” which expression shall mean and include the said Corporation, its successors and assigns) of the one part and having its Registered Office at.....

.....(Hereinafter referred to as “the Contractor” which expression shall mean and include the said.....

..... its successors and permitted assigns) of the other part.

WHEREAS the Chairman, Department Procurement Committee, invited tenders for the “Renovation of wash rooms and colour washing work in pump house” for Ceylon Petroleum Corporation by Notice dated

AND WHEREAS ‘the Contractor’, submitted to the Chairman, Department Procurement Committee, Ceylon Petroleum Corporation his offer Ref. No. dated in regard to the Schedule “Renovation of wash rooms and colour washing work in pump house” which offer had been accepted by the “Corporation” The said offer, Instructions to Bidder’s/Vendors, Specifications, all Schedules mentioned in the Corporation Tender No.....dated.....and all other Correspondence and Letters/Telexes of acceptance shall form part and parcel of this Agreement and be read and construed as one document.

NOW IT IS HEREBY AGREED AS FOLLOWS.

- 1) In consideration of the payment to be made to the Contractor as hereinafter mentioned The Contractor hereby covenants and undertakes with the Ceylon Petroleum Corporation to for “Renovation of wash rooms and colour washing work in pump house s and on or before such time as specified in the Tender Conditions/Letter of Acceptance.

2) The Contractor shall submit a Performance Guarantee/Letter of Guarantee from a Bank acceptable to the Corporation as security for the due performance of his obligations under the Agreement and on satisfactory completion of “Renovation of wash rooms and colour washing work in pump house” specified herein, the Corporation shall release the Performance Guarantee/Letter of Guarantee, subject to whatever claims it may make on the Bank in respect of defaults on the part of the Contractor as provided herein.

3) **Sub-letting the Contract**

The Contractor shall not assign or otherwise transfer or sublet his rights and obligations under this Agreement without the consent and authority of the Chairman, Ceylon Petroleum Corporation, nor shall he issue a Power of Attorney to any person whose name is on the state-list or Ceylon Petroleum Corporation defaulting Contractors, for carrying of the work under this Agreement. The Corporation reserves to itself the right to refuse to recognize a Power of Attorney issued by the Contractor to any person authorizing him to carry out this Agreement on the Contractor’s behalf. The Contractor shall not employ for the purpose of executing this Agreement any person whose name is on the state-list or Ceylon Petroleum Corporation, defaulting Contractors or any other person to whom the Chairman objects after giving due notice of his objection in writing. Any breach of this covenant shall render the Agreement liable to cancellation without any compensation to the Contractor.

4) **Delays**

Where the Contractor does not complete construction work in due time, in accordance with the stipulated and agreed dates as per Bidding document, the Ceylon Petroleum Corporation will have the right to make suitable alternate arrangements for the balance construction work and to claim from the Contractor, the additional expenses thereby incurred by the Ceylon Petroleum Corporation.

5) **Default by the Contractor**

(a) If for any reason, in the opinion of the Ceylon Petroleum Corporation, the Contractor becomes incapable or unable to complete whole work in his Bid, the Ceylon Petroleum Corporation shall have the right to obtain this construction work from other sources without being liable in any manner whatsoever to the Contractor and the Agreement will stand terminated.

(b) If the Contractor defaults in the opinion of the Ceylon Petroleum Corporation, for the “Renovation of wash rooms and colour washing work in pump house” or breaches the Conditions of this Agreement with the Ceylon Petroleum Corporation “Renovation of wash rooms and colour washing work in pump house” according to specifications and conditions, the Contractor shall be liable to pay the Ceylon Petroleum Corporation all losses and damages incurred by the Corporation, as a consequence of such default or breach and the agreement will stand terminated.

6) **Liquidated Damages**

Should the Contractor fail to finish the “Renovation of wash rooms and colour washing work in pump house” within the time guaranteed, the Contractor shall be liable to pay as a pre-estimate of liquidated damages, at the rate of **0.35% of the contract price per week** for such delayed period up to a maximum of 10% of the contracted lump sum fixed price . The Contractor in these circumstances will also render himself liable to be placed in the list of defaulting Contractors and

be precluded from having any concern in the Ceylon Petroleum Corporation Tenders and the agreement will stand terminated.

7) **Payment**

The Ceylon Petroleum Corporation agrees with the Contractor that payment to be made on the basis of 75% of the value of work completed. The balance 25% to be retained until the successful completion and handing over of the work completed to CPC and to be released subjected to retention conditions as per the contract. Part payment to be made to the contractor within one month of finalizing the submission of part payment bill by the contractor.

8) **Serving of Notice**

All Notices and Orders to be served upon the Contractor shall be deemed to have been duly served if sent by registered post to -----
----- Which place the Contractor hereby selects for the purpose and it is further agreed that unless the Contractor shall forthwith notify the Chairman in writing of such changes and such notification is communicated to and received by the Chairman, the posting of letters, notices, orders or other documents to the address herein given shall for all purposes be deemed to be and constitute sufficient delivery of the same to the Contractor.

9) **Bankruptcy of Contractor**

If at anytime between the acceptance of the Tender and the completion of the “Renovation of wash rooms and colour washing work in pump house” the Contractor shall become bankrupt or have a receiving order made against him or shall present his petition in Bankruptcy then the Chairman, may, after giving seven (07) days notice in writing to the Contractor, terminate the Agreement.

10) **Arbitration**

(1) “Notwithstanding anything to the contrary that may be contained herein the parties agree that any doubt, difference, dispute, controversy or claim arising from, out of or in connection with this Agreement, or on the interpretation thereof or on the rights, duties, obligations or liabilities of any parties thereto or on the operation, breach, termination or invalidity thereof, shall be settled by arbitration as per the Arbitration Act No. 11 of 1995 in accordance with the Rules of the Arbitration Center of the Institute for the Development of Commercial Law and Practice”.

(2) All proceedings and hearing of the Arbitration Tribunal shall be held in Sri Lanka and in the English Language by two Arbitration’s, one to be nominated by each party to the reference.

11) **Force Majeure**

Except as regarding Acts of God, war, strike, invasion, civil war, rebellion, revolution, insurrection military or usurped power, earthquake, plagues, direct Orders or government discontinuing work, the Contractor shall undertake all risks and liabilities of whatever kind arising out of or incidental to or connected with the supply. The Bidder/Vendor shall promptly give to the Chairman/, Ceylon Petroleum Corporation written notice of any loss of time due to such aforementioned caused and will provide to the Chairman, Ceylon Petroleum Corporation with evidence certified by the appropriate Authority in support of his claims or orders. Should

any time be lost in a consequence of such aforementioned causes the date of completion shall be extended by such delay.

Signed by the Chairman for and on behalf of the Ceylon Petroleum Corporation at on this day of Two Thousand in the presence of the following witnesses.

Signature of
Chairman

For and on behalf of
THE CEYLON PETROLEUM CORPORATION

Witnesses:

1
Address:
.....

2
Address :
.....

Signed by the said at
On this Day of Two Thousand
..... in the Presence of the following Witnesses.

Signature of
Contractor

Name:
Address:
.....

Witnesses:

(1)
Address:
.....

(2)
Address :
.....