



CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

FOR

**PAINTING OF OFFICE & SECURITY BUILDINGS
AT AVIATION REFUELLING TERMINAL IN
MATTALA RAJAPAKSE INTERNATIONAL AIRPORT (MRIA)
MATTALA**

B/55/2026

2026

Table of Contents

Volume I	3
Volume 2.....	4
Invitation of Bid.....	5-6
Form of Bid & Qualification Information	7-9
Schedule.....	10-12
Specification	13-14
Bill of Quantities.....	15-16
Drawing.....	17
Standard Forms	18-20
Check List	21

The Standard Bidding Document that is applicable for this Contract is the Standard Bidding Document Procurement of Works Minor Contracts with the ICTAD Publication No. ICTAD/SBD/03, January 2007 published by the Institute for Construction Training and Development [ICTAD], “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.

This Publication will not be issued with the Bidding Document and Bidder is advised to Purchase it from ICTAD/CIDA.

VOLUME 1

Volume I of this Bidding Document consists of following Sections;

- Section 1 – Instructions to Bidders
- Section 2 – Standard Forms (Contract)
- Section 3 – Conditions of Contract

These Sections shall not be issued along with the Bidding Document. The Bidders are requested to refer to the Standard Bidding Document, Procurement of Works, Minor Contracts with the Publication No: ICTAD/SBD/03.

VOLUME 2

Volume 2 of this Bidding Document consists of following Sections;

- Invitations for Bids
- Section 4 - Form of Bid and Qualification Information
- Section 5 - Schedule
- Section 6 - Specifications
- Section 7 - Bills of Quantities
- Section 8 - Drawings
- Section 9 - Standard Forms (Bid)

INVITATION FOR BIDS (IFB)

INVITATION FOR BIDS
Ceylon Petroleum Corporation
(Ministry of Energy)

B/55/2026

**PAINTING OF OFFICE & SECURITY BUILDINGS AT AVIATION REFUELLING TERMINAL IN MRIA
MATTALA**

1. The Chairman, **Departmental Procurement Committee (DPC)** on behalf of the **Ceylon Petroleum Corporation (CPC)** invites sealed bids from eligible and qualified bidders for **Painting of Office & Security Buildings at Aviation Refuelling Terminal at MRIA – Mattala as described below and estimated to cost of Rs. 1.8 Million.**

Scope covers the painting works of external and internal walls of Office & Security buildings of CPC Aviation Refuelling Terminal in MRIA as per the given specifications.

2. Bidding will be conducted through the National Competitive Bidding Procedure.
3. To be eligible for contract award, the successful bidder shall have not been blacklisted and shall meet the **CIDA Registration C9 or C8.**
4. Qualification requirements to qualify for contract award include: Past experience of the bidder with value of a single contract above Rs. 1.0 Million during last 03 years
5. Interested bidders may obtain further information from the office of the Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 and inspected the bidding document at the address given below from 0900 hrs.to 1500 hrs.
6. A complete set of Bidding Document in English language may be purchased by interested bidders on the submission of a written application to the below address **until 11.09.2026 from 0900 hrs and 1500 hrs** upon payment of a non-refundable fee of Rs. 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.

Note : A Site visit will be conducted at **10.00 A.M. on 03.09.2026** at the CPC Aviation Refueling Terminal Premises of MRIA, Mattala. For further information you may contact Mr. N.G.R.B. Tennakoon, Actg. Asist. Manager (AV – OPS) over the Tel no. 047 2031945 or email : Ranjith.t@ceypetco.gov.lk :

7. Bids shall be delivered in duplicate to the address below at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation on or before **1400 hrs. on 14.09.2026**. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
8. Bids shall be valid upto 49 days (i.e. 01.11.2026)
9. All bids shall be accompanied by a Bid-Security obtained from a Licensed Commercial Bank in Sri Lanka to a Value of Rs. 18,000.00. Bid Security shall be valid upto 29.11.2026

The address referred to above is :

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Tel : 011- 7296336 , Fax : 011 – 2106769

Section – 4

FORM OF BID AND QUALIFICATION INFORMATION

Note:

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

4.1. FORM OF BID

Name of Contract : **Painting of Office & Security Buildings at Aviation Refueling Terminal at MRIA – Mattala**

To : Ceylon Petroleum Corporation

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees (LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in the Sub-Clause 15 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20.... in the capacity of duly authorized to sign tenders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Address :

Designation :

Address :

Witness :

4.2. Qualification Information

(To be completed and submitted by the bidder, with the Bid)

	Eligibility Requirement	Bidder's Qualification
CIDA Registration		
Registration number		
Grade	C9 or C8	
Specialty	Building construction	
Expiry Date		
Backlisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT Registration Number		
Construction Program	(attach as annex)	
Legal status	Public company/Private Company/Partnership/Sole proprietor	

	Eligibility Requirement		Bidder's Qualification
Qualification and experience of key staff	Category, Experience and Qualifications	Required Nos.	Proposed by bidder (Name, experience and Qualifications)
	1 Technical Officer, 2 years' experience with NCT (Civil) qualifications	01 (Full time)	
List Other information required	• Business Registration • CIDA Registration • Past experience of the bidder with value of a single contract above Rs. 1.0 Million during last 03 years		

Signature of the Bidder :

Section – 5

SCHEDULE

Note :

This section shall be read in conjunction with Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract, and is intended to provide specific information in relation to corresponding Clauses in Section 1 & 3. Whenever there is an ambiguity, the provisions in Section 5 – Schedule shall supersede those provided in the Section 1- Instructions to Bidders and Section 3 – Conditions of Contract.

Bidders are advised to consider the information printed in Bold and Italic in the document as a checklist, when submitting their bids.

However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.

Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	Name : Ceylon Petroleum Corporation Address : No. 609, Dr. Danister De Silva Mwt. Colombo 09.
	1.1.10	Engineer is:	Name : Manager (Engineering & Premises) Address : Engineering & Premises Function, No. 609, Dr. Danister De Silva Mwt. Colombo 09.
1 & 13	1.1.21	Summary of Works	Works : Scope covers the painting works of Office & Security buildings of CPC Aviation Refuelling Terminal in MRIA as per the given specifications. Location : Mattala : Painting of Office & Security Buildings at Aviation Refuelling Terminal at MRIA – Mattala Contract Number: 400048237
1	1.1.14	Intended Completion Date	Intended Completion Date is one (01) month from the Start Date
2		Source of Funds	Source: Ceylon Petroleum Corporation
3		Eligibility	The requirement is; • Should be C9 or C8 • Bidder shall not have been blacklisted • Must have completed at least one job above Rs. 01 Million during last 03 years.
7		Site Visit	A Site visit will be conducted at 10.00 A.M. on 03.09.2026 at the CPC Aviation Refueling Terminal Premises of MRIA, Mattala. For further information you may contact Mr. N.G.R.B. Tennakoon, Actg. Asist. Manager (AV – OPS) over the Tel no. 047 2031945 or email : Ranjith.t@ceypetco.gov.lk
12		Documents to be submitted along with the Bid	• Business Registration, CIDA Registration • Past experience of the bidder with value of a single contract above Rs. 1.0 Million during last 03 years

13	10.10	Price Adjustment	The Contract is not subject to price adjustment in accordance with Sub-Clause 10.10 of the Conditions of Contract
16		Bid Security	Bid shall include a Bid Security: • for an amount Rs. 18,000.00 • issued by a licensed Commercial Bank in Sri Lanka using the form for bid security (unconditional guarantee) included in Section 9.1 • remain valid till 77 days from the date of closing the tender. (i.e. 29.11.2026)
31	4.4	Performance Security	The successful bidder on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification issued by a Recognized Commercial Bank in Sri Lanka. The amount of Performance Security is 5% of the Initial contract price.
	6.4	Late Completion	The amount to be paid is Rs. 1/2000 of Initial Contract Price per Day, subjected to maximum of 5 % of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is 365 Days from Taking Over.
	10.3	Retention	The amount of retention is 10 % of certified work done. The maximum amount of retention is 5 % of Initial Contract Price.
	10.12	Advance Payment	Upon the recovery of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
	13.1 (c)	Insurance, third party	Minimum amount for third party insurance is 10% of the initial contract price
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is 110% of the initial contract price & Workman Compensation Policy (WCP) Cover.
33	1.1.11	Adjudicator	Delete
	14.0	Resolution of Disputes	Resolution of Disputes will be solely through Arbitration

Section – 6

SPECIFICATIONS

6. Specifications

6. General Specifications

- 6.1 Specification for Building work – Sri Lanka (Vol- 1) July 2004 ICTAD Publication No. SCA /4/1
- 6.2 Specification for Electrical & Mechanical works Associated with Building & Civil Engineering – Sri Lanka. ICTAD Publication No. SCA /8

6.3 Method of Measurement

The Bill of Quantities has been prepared generally in accordance with the “Sri Lanka Standard Method of Measurement” (SMM 573, 1999) and quantities given here may not be 100% accurate. Payment will be made based on the actual measurement at the site.

6.4 General Notes on Pricing

- 6.4.1 All items of work to be done as given in drawings, B.O.Q. & in accordance with standard specification of Building ICTAD unless otherwise specified or instructed.
- 6.4.2 Interim claims amounting to a value less than Rs.500,000/= as checked by the Engineer, will not be considered for payments.
- 6.4.3 The quantities given in the B.O.Q. are approximate. Payments will be made as per actual measurement of work done. All extra work to be carried out with written prior approval or approved rates.
- 6.4.4 Bidder will have to consider at the time of tendering any delays and restriction that would be caused by adhering to security & safety requirements in outlets and local authorities.
- 6.4.5 Contractor should carefully examine the Bidding document, for him to get acquainted with the job.
- 6.4.6 Any damages to surroundings, machineries, property or equipment of a third parties to be made good at contractor’s own expense.
- 6.4.7 All debris to be cleared from site on completion of the work.

Section - 7
BILL OF QUANTITIES

7. BILL OF QUANTITIES

Painting of Office & Security Buildings at Aviation Refuelling Terminal at MRIA – Mattala

ITEM	DESCRIPTION	UNIT	QTY	RATE Rs.	AMOUNT Rs.
i	External Walls Prepair surface & apply one coat of primer and two coats of master palatte weathershield paint of an approved colour and quality to external walls				
	Office building	m ²	275.77		
	Security building	m ²	102.44		
ii	Internal Walls Prepair surface and apply one coat of primer and two coats of master palatte emulsion paint of an approved colour and quality to internal wall surfaces including reveals in buildings				
	Office building	m ²	756.47		
	Security building	m ²	126.17		
	Sub Total				
	2.5% SSCL				
	Sub Total 2				
	18% VAT				
	Grand Total				

Total amount in words

Name of the Bidder :

Address

Tel/E-mail :

.....

Date

.....

Signature of Bidder

Section – 8

DRAWINGS

Not applicable

Section – 9

STANDARD FORMS (BID)

- **Bid Security**
- **Check list**

Note :

The bidders are advised to use the information printed in Italic form and highlighted in this volume as a check list when submitting the bid. However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document. Failure to non compliance with any of them may be a reason for rejection of the Bid.

Notes on Standard Forms :

- Bidders shall submit the completed Form of Bid Security/Bid Securing Declaration as appropriate in compliance with the requirements of the bidding documents.
- Bidders should not complete the Form of Agreement at the time of preparation of bids.
- The successful bidder will be required to sign the Form of Agreement, after the award of contract.
- Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of the bidding documents should be incorporated into the Agreement.
- The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the bidders at the time of submission of bids.
- The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.

FORM OF BID SECURITY

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

----- *[insert issuing agency's name, and address of issuing branch or office]*

Beneficiary: -----
[insert (by PE) name and address of Employer]

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- [insert (by issuing agency) name of the bidder] (hereinafter called "the bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of [insert name of Contract] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

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

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

- (a) has withdrawn its Bid during the period of bid validity specified; or*
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or*
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.*

This Guarantee shall expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the Contract signed by the bidder and of the Performance Security issued to you by the bidder; or (b) if the bidder is not the successful bidder, upon the earlier of (i) the successful bidder furnishing the performance security, otherwise it will remain in force up to ----- (insert date)

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

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

CHECK LIST FOR BIDDERS

Bidders are advised to complete the following check list:

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