



CEYLON PETROLEUM CORPORATION
(Established by Parliamentary Act Number 28 Of 1961)

BIDDING DOCUMENT

**SUPPLY OF SECURITY SERVICES FOR REFINERY HOUSING
SCHEMES (11 ACRE & 5 ACRE BLOCKS)**

Tender No REF- PD/SER/12/2026

Tele: 0117732977/2400427/2400431

Fax: 2400431/2400436

TENDER NOTICE

CEYLON PETROLEUM CORPORATION REFINERY DIVISION

SUPPLY OF SECURITY SERVICES FOR REFINERY HOUSING SCHEMES (11 ACRE & 5 ACRE BLOCKS)

Public Tender REF – PD/SER/12/2026

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible service providers for supply of security services for Refinery Housing Schemes (11 Acre & 5 Acre blocks) for 12 months period.

To be eligible for awarding the Contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and qualification criteria stated in the Bidding Document.

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.

All bidders are requested to present for the site visit, to be held on **25 /08 /2026 at 09.30** hours at the Refinery Division, Sapugaskanda, Kelaniya. Attendance to this meeting is essential and if not attended, offer will not be accepted.

The Bid will be **closed at 1400 hrs. on 02/09/2026** 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),
Ceylon Petroleum Corporation,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09,
Tele: 0117732977/2400427/2400431
Fax: 2400431/2400436

CONTENT

1. INSTRUCTIONS TO BIDDERS (ITB)	4
1.1 Introduction:.....	4
1.2 Basis of Bid	4
1.3 Eligibility of the Bidder	4
1.4 Content of the Bidding Documents.....	4
1.5 Documents to accompany the Bid	4
1.6 Sealing and marking of Bids	5
1.7 Period of validity of Bids	5
1.8 Format and Signing of Bids	5
1.9 Clarification of Bidding Document.....	6
1.10 Pre Bid Meeting & Site Visit.....	6
1.11 Deadline for submission of Bids.....	6
1.12 Late Bids	6
1.13 Modification, Substitution & Withdrawal of Bids	6
1.14 Closing of Bids	7
1.15 Opening of Bids by CPC	7
1.16 Bid Security Guarantee.....	7
1.17 Schedule of Prices.....	8
1.18 Preliminary Examination of Bids	8
1.19 Evaluation and Comparison of Bids.....	8
1.20 Procurement Committee's right to accept or reject any or all Bids.....	9
1.21 Award Criteria	9
1.22 Security Clearance	9
2. CONDITIONS OF CONTRACT	10
2.1 Priority of Documents.....	10
2.2 The Period of the contract.....	10
2.3 Performance Security:.....	10
2.4 Mode of Payment	10
2.5 Deductions/ Penalty Charges	10
2.6 Defaults by Successful Bidder	11
2.7 Security Clearance	11
2.8 Rights of CPC.....	11
2.9 Termination of Contract.....	11
2.10 Force Majeure.....	11
2.11 Arbitration:	12
03. SCOPE OF WORK	13
04. SCHEDULE OF PRICES	15
ANNEX-A: FORM OF BID	16
ANNEX-B: FORMAT FOR BID SECURITY GUARANTEE	17
ANNEX-C: FORM OF AGREEMENT.....	18
ANNEX-D: FORMAT FOR PERFORMANCE GUARANTEE	20

1. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction:

- 1.1.1 Chairman, Department Procurement Committee (Minor), Ceylon Petroleum Corporation (CPC) invites bids from reputed security services providing companies in Sri Lanka for the supply of 24 hours security services for Refinery Housing Schemes (RHS) of 11 Acre & 5 Acre blocks for a period of one year.
- 1.1.2 The contract will be to supply services, to carry out security services on the basis that the payments be made on monthly basis, at a fixed price agreed in the contract.
- 1.1.3 The period of Contract shall be **12 Months from the date of commencement of the work.**

1.2 Basis of Bid

- 1.2.1. Bids are to be forwarded for Supply of Security Services For Refinery Housing Schemes (11 Acre & 5 Acre Blocks)
- 1.2.2. Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to the most stringent conditions of the Bidding document.
- 1.2.3. Bids are to be forwarded for Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre Blocks) as per the Scope of Work and conditions of the contract stipulated in the Bidding Document.

1.3 Eligibility of the Bidder

- 1.3.1. The bidder shall have Defense Ministry registration.
- 1.3.2. The bidder shall be a recognized establishment having a solid track record with appropriate staff capacity.
- 1.3.3. The bidder shall have adequate experiences of providing security services to public/ private sector organizations.
- 1.3.4. The bidder shall not be blacklisted by any of the government, semi-government institution.

1.4 Content of the Bidding Documents

- 1.4.1 Bidding Document will consist of the followings;

- Instructions to Bidders (ITB)
- Conditions of Contract (COC)
- Scope of Work
- Schedule of Prices
- Form of Bid
- Form of Bid Security Guarantee
- Form of Agreement
- Form of Performance Security Guarantee

1.5 Documents to accompany the Bid

1.5.1 All Bidders shall furnish following documents along with their Bids. All documents shall be furnished in English language.

- Company Profile.
- Past performance – Bidders shall forward past supply records
- The bidder shall produce the evidence for payments of ETF and EPF contribution to its presently working employees for the past years.
- If the Bidder has registered for VAT, copy of VAT registration certificate to be supplied.
- Defence Ministry Registration Certificate
- Schedule of Prices duly completed and signed.
- Form of Bid (**Annex A**) duly completed and signed.
- Form of Bid Security (**Annex B**).
- The Original copy of the non refundable payment receipt
- Audited financial statements of the company for the past three years.

1.6 Sealing and marking of Bids

1.6.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**BID FOR THE SUPPLY OF SECURITY SERVICES FOR REFINERY HOUSING SCHEMES (11 ACRE & 5 ACRE BLOCKS)**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs. on 02 / 09 /2026** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

**Chairman, Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.**

1.6.2 If the outer envelope is not sealed and marked as required above, CPC will assume no responsibility for the Bids being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission but this disclosure will not constitute grounds for Bid rejection.

1.7 Period of validity of Bids

1.7.1 All offers shall be valid for a **minimum period of Ninety (90) days** from the Date of Closing of the Bid. Bidders should however, clearly indicate the maximum period that their offers would be valid. **A Bid valid for a shorter period will be rejected as non-responsive.**

1.8 Format and Signing of Bids

1.8.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "**Bid for the Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre Blocks)**" Original and duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.

1.8.2 The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. **All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.**

- 1.8.3 Any inter lineation, erases or over-writing shall be valid only if they are initialled by the person(s) signing the Bid.

1.9 Clarification of Bidding Document

- 1.9.1 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 sub clause 1.6 of the Instruction to Bidders of the Bidding Document. 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. Copies of the CPC's response will be sent to all prospective Bidders who have collected Bidding Documents.

1.10 Site Visit

- 1.10.1 The bidder, at the bidder's own responsibility and risk is encouraged to participate for a site visit at the **Refinery Division, Sapugaskanda, Kelaniya** scheduled to be held at **09.30 hrs. on 25/08 /2026**. The bidders shall send their authorized representative to participate for this site visit.
- 1.10.2 **Failure to attend the meeting will result in the Bid offer being rejected.**

1.11 Deadline for submission of Bids

- 1.11.1 Chairman, **Departmental Procurement Committee**, CPC must receive Bids at the address specified in **ITB Clause 1.6**, not later than the **1400 hrs. on 02/09/2026**. Chairman, **Departmental Procurement Committee**, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.12 Late Bids

- 1.12.1 Any Bid received by the Chairman, **Departmental Procurement Committee** and CPC after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.

1.13 Modification, Substitution & Withdrawal of Bids

- 1.13.1 The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:
- a) The Bidders shall provide an Original and a Duplicate, as specified in **the ITB clause 1.6**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **"Bid for the Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre Blocks)"**. The envelopes shall be sealed in an outer envelope, duly marked **"BID MODIFICATIONS"**.
 - b) 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 addressed to the: -

Chairman,
Departmental Procurement Committee,
Ceylon Petroleum Corporation,

Bid for the Supply of Security Services for Refinery Housing Schemes,
Procurement & Stores Function,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

Bearing the Bid name and the words “**BID WITHDRAWAL NOTICE**”. Bid Withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will be deemed to be valid.

1.14 Closing of Bids

1.14.1 Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

Chairman,
Departmental Procurement Committee
Ceylon Petroleum Corporation
Bid for the Supply of Security Services For Refinery Housing Schemes,
Procurement & Stores Function,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

Not later than **1400 hrs Sri Lanka local time on 02 /09 /2026.**

1.14.2 If the Bidders or their representatives choose not to send their Bids under Registered Cover, they could deposit such Bids in the Bid Box provided for this purpose at the above address.

1.15 Opening of Bids by CPC

1.15.1. Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the office of Manager (Procurement & Stores), **Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09**, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.

1.15.2 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.

1.15.3 Bids and modifications sent pursuant to ITB Sub Clause 1.13 that are not opened will not be considered for evaluation, regardless of the circumstances.

1.16 Bid Security Guarantee

1.16.1. The bidder shall furnish as part of its Bid, a Bid Security Guarantee, undertaking that the offer will be valid for 90 days and that the offer will not be withdrawn during that period. Such Bid Security Guarantee shall be in the form of guarantee issued by a recognized commercial Bank in Sri Lanka and acceptable to the CPC, and should be encashable on demand and payable to CPC in a sum of Rupees One hundred and forty thousand (Rs 140,000 /=)

1.16.2. The Bid Security Guarantee shall be valid for 120 days (i.e. until 01/01 /2027) from the date of closing of the bid and shall be in accordance with the specimen in Annex “B”, “Format for Bid Security Guarantee”

1.16.3. 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.

1.16.4. Bid Security Guarantee from unsuccessful bidder will be returned promptly upon the successful bidder furnishing the performance security.

- 1.16.5. The Bid Security Guarantee of the successful bidder will be returned back to him after receipt of Performance Guarantee.
- 1.16.6. The bid security may be forfeited:
- (a) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Form of Bid; or
 - (b) If the successful bidder fails within the specified time to:
 - (i) Sign the Contract; or
 - (ii) Furnish the required Performance security.

1.17 Schedule of Prices

- 1.17.1. Bidders are required to duly sign and return the “Schedule of Prices” indicating their quoted Bid prices and the validity period of the offer etc.
- 1.17.2. The rates quoted shall cover services provided on all working days, Full Moon Poya Days, Sundays, Corporation & other holidays without any additional cost.
- 1.17.3. The rates should be inclusive of cost towards employing security officers, all charges towards statutory compliance such as EPF, ETF, Bonus, Gratuity, Leave Compensation, insurance, Social Security Contribution Levy (if applicable) etc.
- 1.17.4. There will be no escalation in the price during entire contract period.
- 1.17.5. Offers not submitted on the prescribed form and in the manner required are liable for rejection.

1.18 Preliminary Examination of Bids

- 1.18.1. 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.

1.19 Evaluation and Comparison of Bids

- 1.19.1 CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. Followings will be considered for evaluation.
- a) Technical Evaluation:** All details requested under sub-clause 1.5 of “Instruction to Bidders” and Scope of Work and other technical information requested in this document shall be considered.
 - b) Financial Evaluation of Bids:** In evaluating the bids, CPC will determine for each bid the evaluated Bid price by adjusting the Bid Price as follows:
 - (a) Making any correction for errors;
 - (b) Excluding the provision, if any, for contingencies;
 - (c) Making an appropriate adjustment for any other acceptable variation or deviations; and
 - (d) Making appropriate adjustment to reflect discounts offered.
- 1.19.2 CPC reserves the right to accept or reject any variation or deviation.
- 1.19.3 Examination for unbalanced bids; if CPC determines that the bid is unbalanced and hence the bidder may fail in the performance of his obligations in some items with the quote rates, a higher performance security as determined by CPC may be requested to mitigate such risks.

1.20 Procurement Committee's right to accept or reject any or all Bids

- 1.20.1. The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- 1.20.2. The CPC Procurement Committee reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC Procurement Committee may accept any or all items of an offer.
- 1.20.3. The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of CPC Procurement Committee.

1.21 Award Criteria

- 1.21.1. Subject to sub-Clause 1.18 & 1.19 of ITB, the CPC Procurement Committee 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 perform the Contract for **Supply of Security Services for Refinery Housing Schemes** or part thereof conforming to the scope of work.
- 1.21.3. The Successful bidder will be called upon to enter into an Agreement with CPC. A Specimen Form of Agreement is attached as Annexure – C.

1.22 Security Clearance

- 1.22.1 The successful Bidder shall have to meet all the security requirements required by the government security measures, all employees involved shall be highly reliable people who are personally known to the contractor. They shall all be screened with police clearance reports, which will be a mandatory requirement (if requested by CPC). Producing of these reports shall be the responsibility of the contractor.

2. CONDITIONS OF CONTRACT

2.1 Priority of Documents

- 2.1.1 The documents forming the Contract are to be taken as mutually explanatory of one another;
- 2.1.2 The priority of the documents shall in accordance with the order as listed below:
 - (a) The Contract Agreement
 - (b) The Letter of Acceptance
 - (c) The Contractor's Bid
 - (d) The Conditions of Contract
 - (e) Scope of Work
 - (f) Schedule of Prices

2.2 The Period of the Contract

- 2.2.1 The period of this contract shall be 12 months.
- 2.2.2 The contractor shall undertake the due performance of the contract during the period of the contract in accordance with the schedule of work.

2.3 Performance Security:

- 2.3.1. Within 14 days from receipt of the "Letter of Award", the Contractor shall deliver to the Employer a Performance Guarantee amounting to 10% of the total Contract price (price for 12 months period), in the form of a Bank Guarantee through a reputed Commercial Bank in Sri Lanka acceptable to Ceylon Petroleum Corporation, Refinery Division as per Annexure "D".
- 2.3.2. If the successful Bidder fails to furnish the Performance Guarantee as provided therein, the bid will be rejected and such bidder will be placed in the list of defaulting contractors.
- 2.3.3. Further the successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure and the forfeiture of his Bid Security Guarantee.

2.4 Mode of Payment

- 2.4.1 Payment will be made on monthly basis. CPC will particular about the attendance of the security officers and any failure to employ minimum required labour force the deductions/ penalties will be imposed as Clause 2.5.
- 2.4.2 Contractor shall be responsible for making the wages to their employees involved in this contract. He in turn shall send the invoices to CPC for the services given, at the end of each month and CPC will effect the payment for the claim after checking for its accuracy.

2.5 Deductions/ Penalty Charges

- 2.5.1 Manager (Security) reserves the right to impose deductions/penalties in the case of unsatisfactory services given by the contractor.
- 2.5.2 In case the contractor fails to employ minimum required security officers as mentioned in the clause 3 Scope of Work, CPC has right to make deductions as penalties from the monthly payments as follows.

- a. For absence of one security officer, 0.27% of the monthly contract price will be deducted per shift.
- b. In case the contractor fails to execute/ perform the assigned works or maximum deductions exceed the 10% of the contract price, CPC reserves right to terminate the contract.

2.6 Defaults by Successful Bidder

- 2.6.1 If the successful Bidder, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract “**Supply of Security Services for Refinery Housing Schemes**”, 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 Bid.

2.7 Security Clearance

- 2.7.1 The selected companies shall take the full responsibility of their employees especially with regard to the CPC property and other security requirements required by the government security measures. All the employees engaged by the prospective contractor shall obtain police reports, Extra employees with police reports, shall be in their pool at the time of awarding the tender to maintain the number of employees in the site to cover up any absenteeism.

2.8 Rights of CPC

- 2.8.1 CPC, reserves the right to place orders for carrying out security services in any other form as might be considered necessary in the circumstances and the Corporation does not bind itself to place orders on any one particular contractor exclusively. However, once the award has been made and rates of any successful Bidder accepted, he will be bound to supply the services stipulated in the contract, at the accepted rates for the entire period & no rate increase will be entertained.

2.9 Termination of Contract

- 2.9.1. CPC also reserves the right to terminate the contract by giving one month's notice without assigning any reason.
- 2.9.2. If any shortcomings of the security service are noticed, a warning letter will be issued explaining the shortcomings of the service. The service will be closely monitored for a period of one month from the date of the warning letter is issued. If the service is not improved by the Successful Bidder, CPC reserves the right to terminate the contract within a period of one month from the date of notice is given, in which event the Performance Guarantee will be forfeited.

2.10 Force Majeure:

- 2.10.1 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 this service contract.

2.11 Arbitration

- 2.11.1 Any dispute, difference, controversy, claim arising from out of or in connection with this contract 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 resolved by Arbitration in Colombo, Sri Lanka and shall be governed by Sri Lankan Arbitration Act No. 11 of 1995 by three (03) Arbitrators and the third (03rd) Arbitrator shall be appointed by two Arbitrators appointed by the parties.

03. Scope of Work

The contractor shall provide security services for Refinery Housing Schemes (RHS) of 11 Acre & 5 Acre blocks for a period of one year in accordance with the following specifications and general conditions.

Manpower requirement

The number of security personnel deployed for the duties shall be as follows

	Minimum Security personnel requirement	
	RHS 11 Acre Block	RHS 5 Acre Block
Day time (07.00 hrs – 19.00 hrs)	3	2
Night time (19.00hrs – 07.00 hrs)	4	3

In addition to above requirement visiting security officer should be recruited by the contractor for frequent supervision of security personnel.

Duties

- Protecting the premises, personnel's and the goods therein
- Providing security checks at main gates
- Inspecting and registering the movement of public other than residents coming in and going out
- Inspecting and registering the movement of vehicles coming in and going out
- Controlling the access of outsiders and unauthorized removal of CPC assets.
- Patrolling the RHS premises including routine inspection of the boundary fences, by roads, unoccupied houses & ground areas.
- Attending to other security related duties at RHS from time to time as directed by Manager (Security) of Refinery or by other officers as directed by Manager (Security).

Note: List of resident with their contact numbers and the list of unoccupied houses will be provided by Refinery Personnel Department.

General Conditions

- Visit around the premises thrice a day time and once in three hour at night time to be done. Signing books placed at such locations to be signed.
- All movements and duty recordings should be maintained in a record book.
- A log book to be maintained to record day to day work/ incidents
- The contractor is liable to supply 24 hours security guarding services to RHS for all calendar days.

- The contractor shall introduce a proper roster system which shall be 12 hours, but it must be ensured that deploying of any individual security officer must be limited to a maximum duration of 24 hrs and then a replacement must be made with a different personal.
- The contractor shall be liable and responsible for ensuring, adequate safety measures in order to protect RHS residents and properties (Movable / immovable).
- The contractor shall be capable enough of providing a proper contingency plan when under an emergency situation such as fire, terrorist attack etc.
- In case of any absentee / illness of any security officer, replacement will be provided by the contractor.
- All security officers shall be physically fit males of 18-60 years of age and shall be properly trained and qualified people to perform duties assigned trustworthy, energetic and duty-minded.
- All deployed personnel shall be retired or legally resigned of the Tri -Forces or srilankan police.
- In the event of any act of misconduct by any employee of the contractor, the contractor shall take immediate action to remove such employee and replace him with a suitable employee in order to prevent disruption of the service.
- The contractor is liable to supply transport, meal, accommodation, welfare facilities and all necessary supplies including torch, whistle etc for carrying out the job.
- Necessary uniforms including shoes and hats/caps to be supplied by the contractor. All workers should wear their uniforms & identification cards during the duty hours.
- All security officers involved shall be highly reliable people who are personally known to the contractor. They shall all be screened with police clearance reports, which will be a mandatory requirement (if requested by CPC). Producing of these reports shall be the responsibility of the contractor.
- The maximum continuous time period for a security officer involved in this contract is preferably six months.
- If any employee of the company is found violating duty or involved in any unwanted activity or misconduct will be removed from the duty and its replacement will be provided by the contractor. CPC will have the right to lodge a complaint in police station in case of involvement of security officer in any crime etc.
- The contractor is expected to obtain blanket insurance cover for all employees involved, against accidents, injuries, deaths etc. Any type of losses due to any such incident is the sole responsibility of the contractor.
- The contractor shall be responsible for paying fair and reasonable wages in compliance with relevant categories of Wages Board Ordinance to the employees involved in this service and their EPF and other obligations.
- If there is any damage to the CPC property or any other financial burden on the CPC because of willful or negligent action by his personnel, CPC shall be entitled to recover the same by means of compensation from the contractor.

04. SCHDULE OF PRICES

SUPPLY OF SECURITY SERVICES FOR REFINERY HOUSING SCHEMES **(11 ACRE & 5 ACRE BLOCKS)**

Tender No REF- PD/SER/12/2026

CEYLON PETROLEUM CORPORATION **REFINERY DIVISION**

Description	Amount (Rs.)
Lump Sum Price Per Month (without VAT) - To Supply of 24 hours security services for Refinery Housing Schemes of 11 Acre & 5 Acre blocks in accordance with the Scope of Work and other terms & conditions in the CPC bidding document.	
Total for 12 months (without VAT)	
Add 18% VAT (if applicable)	
Grand Total including 18% VAT	

VAT Registration No. is to be indicated, if VAT is paid by the bidder in respect of this service supply. If it is not indicated in the quotation, CPC will not pay VAT component.

VAT Registration No :- (if applicable only)

Signature : Date :

Name :

Designation :

Company Name :

Company Stamp :.....

Address :

Telephone No :

ANNEX-A: FORM OF BID

To: The Chairman
Departmental Procurement Committee (Minor)
Ceylon Petroleum Corporation
Refinery Division,
Sapugaskanda,
Kelaniya, SRI LANKA

From:
.....
.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of contract, for “Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre blocks)”, 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 offer 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 offer you may receive.
- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Bid document.
- A-5 We agree to abide by this Bid offer for the period of Ninety (90) days from the date of opening of the same. Conditions and prices quoted will 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 Tender, Tender Conditions and Performance Guarantee.
- A-7 We affirm that providing of the said services will commence within 14 days after we receive notice of acceptance of our Bid from the CPC.
- A-8 We offer the prices as given in the “**Schedule of Prices**” for Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre blocks) as detailed out in this tender document.

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 tenders for and on behalf of :

Name

Address
.....
.....

Witnesses:

1. Signature: 2. Signature:

Name:
Address :
.....

Name:
Address:
.....

ANNEX-B: 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: **Deputy Refinery Manager, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya**

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 of ***Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre blocks)*** under Invitation for Bids No. **REF- PD/SER/12/2026**

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 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) 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)]

ANNEX-C: 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 No.609 Dr. Danister de Silva Mawatha”, 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 “Contractor” 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 Works known as the should be supplied by the Contractor, and has accepted a Tender by the Contractor for the supply of such services.

The CPC and the Contractor 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 (services) hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
 - **Instructions to Bidders**
 - **Letter of Acceptance dated _____.**
 - **The Bid dated _____.**
 - **Scope of Work**
 - **Conditions of Contract**
 - **The Contractor's Proposal**
3. In consideration of the payments to be made by the CPC to the Contractor as hereinafter mentioned, the Contractor 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.
4. The CPC hereby covenants to pay the Contractor in consideration of the Service 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 Chairman of CPC		Authorized Signature of the Contractor	
<u>In the presence of</u>		<u>In the presence of</u>	
Name		Name	
Signature		Signature	
Address		Address	

ANNEX-D: FORMAT FOR PERFORMANCE GUARANTEE

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

Beneficiary : *Deputy Refinery Manager, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya*

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No.[reference number of the contract] dated

.....with you, for the ***Supply of Security Services for Refinery Housing Schemes (11 Acre & 5 Acre blocks)***. [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, [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)]