



# **CEYLON PETROLEUM STORAGE TERMINALS LIMITED**

## **BIDDING DOCUMENT** *NATIONAL COMPETITIVE BIDDING (NCB)*

### **DESIGN,SUPPLY,INSTALLATION AND COMMISSIONING OF WIRELESS CCTV CAMERAS (STAGE I) AT OIL INSTALLATION,KOLONNAWA**

*TENDER REF NO: KPR/44/2019*

*INSTRUCTIONS TO BIDDERS, CONDITIONS OF CONTRACT &  
TECHNICAL SPECIFICATIONS*

THE CHAIRMAN  
DEPARTMENT PROCUREMENT COMMITTEE  
C/O MANAGER PROCUREMENT  
CEYLON PETROLEUM STORAGE TERMINALS LIMITED  
PROCUREMENT FUNCTION  
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**INVITATION FOR BIDS (IFB)**

**CEYLON PETROLEUM STORAGE TERMINALS LIMITED**

**DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF WIRELESS CCTV CAMERAS  
(STAGE 1) AT OIL INSTALLATION, KOLONNAWA**

**TENDER REF NO: KPR/44/2019**

The Chairman, Department Procurement Committee on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya, hereby invites sealed bids from eligible and qualified bidders for the **Design, Supply, Installation and Commissioning of Wireless CCTV Cameras (stage 1) at Oil Installation, Kolonnawa. The contract period is 21 days.**

Bidding will be conducted through National Competitive Bidding procedure.

The eligible bidders shall comply with the following qualification criteria.

1. Shall not have been blacklisted
2. Shall have experience as a contractor in supplying and providing related services of similar nature and complexity and financial value. At least three (03) similar projects during last five (05) years period.

Interested parties may refer the bidding document and obtain necessary information through the CPSTL website: <http://www.cpstl.lk/cpstl/tenders> and the original bidding documents in English language (full set) could be obtained from the undersigned on submission of a written request, during working days between **0900 hrs and 1400 hrs up to 22.07.2019**, upon payment of a non-refundable bidding document fee of **Two Thousand Sri Lankan Rupees (LKR 2,000.00)** per document. Bidders are requested to inspect the bidding document prior to purchase and once it is purchased, bidding document fee is not refundable for any reason whatsoever.

Duly filled bidding documents may be sent by registered post or sealed cover **to reach** the Chairman, Department Procurement Committee, C/o Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01<sup>st</sup> Floor, New Building, Oil Installation, Kolonnawa, Wellampitiya or could be deposited in the tender box kept at the above address, on or before **1400 hrs. On 23.07.2019**. Late bids will be rejected.

A pre bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the Bidding Document at **0900 hrs. on 11.07.2019** at the office of Manager (Premises and Eng. Service), Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya.

**Bids will be closed at 1400 hrs. on 23.07.2019** and will be opened immediately thereafter at the office of Manager Procurement, in the presence of the authorized representatives of the bidders who chose to attend.

Bid shall be valid up to **24.09.2019**.

All bids must be accompanied by a bid security of **Thirty Five Thousand Sri Lankan Rupees (LKR 35,000.00)**, which shall be valid until **22.10.2019**.

Clarifications (if any) shall be sought from the Manager Procurement on **Tel: +94-11-2572156/ +94-11-5750764, Fax: +94-11-2572155, Email: [procure@cpstl.lk](mailto:procure@cpstl.lk)**.

**The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Ceylon Petroleum Storage Terminals Limited  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Kolonnawa,  
Wellampitiya**

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# **01. INSTRUCTIONS TO BIDDERS**

## **(ITB)**

## **01. INSTRUCTIONS TO BIDDERS (ITB)**

### **1.1 INTRODUCTION**

The Chairman, Department Procurement Committee(DPC), on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Oil Installation, Kolonnawa, Wellampitiya, will receive sealed bids from eligible and qualified bidders for the **Design, Supply, Installation and Commissioning of Wireless CCTV Cameras (Stage 1) at Oil Installation., Kolonnawa** conforming to the terms, conditions & specifications given under this bidding document.

CPSTL shall make the payment as per the terms of Mode of Payment, COC clause 2.8 of the Conditions of Contract of this bidding document.

Additional services provided by the bidder not covered in this bidding document, shall be stated clearly. If no exceptions are stated, the DPC would assume that bidder conforms to most stringent conditions of the bidding document.

The bidder shall bear all costs associated with the preparation and submission of its bid, and the DPC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bids that do not conform to “Invitation for Bids” will be rejected.

### **1.2 CONTENTS OF BIDDING DOCUMENT**

Bidding document consists of the following

- 01.** Invitation for Bids
- 02.** Instructions to Bidders (ITB)
- 03.** Conditions of Contract (COC)
- 04.** Scope of Supply, Scope of Work and Technical Specification
- 05.** Schedule of Prices
- 06.** Form of Bid - Annexure “A”
- 07.** Format of Bid Security - Annexure “B”
- 08.** Format of Performance Security - Annexure “C”
- 09.** Format of Contract Agreement - Annexure “D”
- 10.** Format of Manufacturer’s Authorization - Annexure “E”
- 11.** Compliance/ Deviations sheet - Annexure “F”

The bidder is not permitted to do any alterations in the bidding document in any form whatsoever. Any such alterations in the bidding document by the bidder may be liable for disqualification.

### **1.3 ISSUE OF BIDDING DOCUMENTS**

Bidding documents could be obtained on submission of a written request on company letter head, during working days between **0900 hrs and 1400 hrs. up to 22.07.2019**, upon payment of a non refundable bidding document fee of **Two Thousand Sri Lankan Rupees**

**(LKR2,000.00)** per document to the Cashier, Ground Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya.

#### **1.4 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION**

If any authorized agent in Sri Lanka represents the Manufacturer/Manufacturer authorized export agent abroad, he shall register himself with the Registrar of Companies and shall produce a valid copy of the Certificate of Incorporation issued by the Registrar of Companies of Sri Lanka together with the bid.

Any person who act as an agent or sub-agent, representative or nominee for or on behalf of a manufacturer/principal supplier, shall register himself and the contract as per Public Contracts Act, no 3 of 1987 for every public contract exceeding Five Million Sri Lanka Rupees **(LKR 5,000,000.00)**. The Certificate of Registration (**FORM PCA 03**) issued by the Registrar of Public Contracts of Sri Lanka in term of section 11 of the said Act shall be submitted along with the bid, only if the total value exceeding Five Million Sri Lanka Rupees **(LKR 5,000,000.00)**.

#### **1.5 DOCUMENTS AND DETAILS TO ACCOMPANY BID**

All bids shall contain adequate particulars in respect of the items offered. Bidders must furnish all the required documents/details given below for evaluation purposes and failure to furnish the required documents and details along with the bid will result in the bid being rejected.

##### **Section 01**

1. Detailed Profile of the Manufacturer/s and Country of Origin of the product/s. Clearly state the country of assembly if it is differing from the country of origin.
2. Detailed Profile of the Authorized Local Agent / Bidder.
3. Copy of Certificate of Incorporation - as per ITB clause 1.4 (if applicable)
4. Public Contract Registration (Certificate PCA-03) - as per ITB clause 1.4 (if applicable).
5. Signature Authorization - as per ITB clause 1.8.
6. Bid Security - as per ITB clause 1.18.
7. Manufacturer's Authorization Letter - Annexure "E" - as per ITB clause 1.19.
8. Duly completed & signed Schedule of Prices - as per ITB clause 1.20.
9. Duly completed & signed Form of Bid - Annexure "A" - as per ITB clause 1.21.
10. Duly signed Scope of Supply, Scope of Work and Technical Specification Sheet

##### **Section - 02**

1. Complete Technical Specifications of the product, catalog, etc. - as per section 03 -Technical Specifications.
2. Completed Compliance/Deviations sheet - Annexure "F".
3. Available Certificates (Performance, Quality, Standards & Energy efficiency / Energy rating, etc.)
4. Past design, supply and installation records of the bidder for last five (05) years together with client details.
5. All other details and documentary requirements as requested under this bidding document.

All documentation/correspondence/catalogues/literature shall be furnished in English language.

#### **1.6 ALTERNATIVE BID/S**

Alternative bid/s shall not be accepted.

#### **1.7 SEALING, MARKING & SUBMISSION OF BID**

Bids shall be submitted in duplicate as per the conditions specified in this bidding document. The original & duplicate copy of the bid shall be placed in separate envelopes marked “ORIGINAL” & “DUPLICATE”. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked “**BID FOR THE DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF WIRELESS CCTV CAMERAS (STAGE 1) AT OIL INSTALLATION, KOLONNAWA.-KPR/44/2019- CLOSING DATE: 23.07.2019**” on the top left-hand corner & the Bidder’s name & address on the bottom left-hand corner, and addressed to,

**The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Ceylon Petroleum Storage Terminals Limited  
Kolonnawa,  
Wellampitiya**

If the outer envelope is not sealed and marked as required above, the DPC will assume no responsibility for the bid being misplaced or premature opening.

In addition to above requirement, the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

Bid submissions through emails are not entertained. However, only the clarifications can be made through email address [procure@cpstl.lk](mailto:procure@cpstl.lk).

#### **1.8 SIGNATURE AUTHORIZATION**

Bidders shall incorporate a **Signature Authorization letter** along with their bids, which is authorizing a person to represent the company in submitting the bid, and if successful, to sign the respective agreement/contract with CPSTL. The letter shall be signed by the Proprietor/Partner(s)/Director(s) of the company and the person who signs the bid on behalf of the company and shall be affixed by the common seal of the company. This letter shall be produced on the company letter head.

#### **1.9 FORMAT & SIGNING OF BID**

Bidders shall prepare an original and a duplicate of the bid specified above, clearly marking as, “**BID FOR THE DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING**”



**OF WIRELESS CCTV CAMERAS (STAGE1) AT OIL INSTALLATION, KOLONNAWA.KPR/44/2019 – CLOSING DATE: 23.07.2019”,** original and duplicate as appropriate. In the event of any discrepancy between the original and duplicate, the original shall govern.

The original and the duplicate of the bids shall be typed, or written in indelible ink, and shall be signed by the person/s duly authorized by the bidder. All pages of the bid except for un-amended printed literature shall be initialled by the person signing the bid.

Any inter lineation, erasures or insertion shall be valid only if they are initialled by the person signing the bid. All corrections shall be very clear and no over-writing shall be accepted.

#### **1.10 AMENDMENTS/CLARIFICATIONS OF BIDDING DOCUMENT**

The Chairman, DPC reserves the right to issue amendments to the bidding document if and when deemed necessary up to five(05)days prior to the deadline for submission of bids.

A prospective bidder requiring any clarification regarding the provisions or terminology of the bidding documents shall notify the DPC in writing by hand or post to the mailing address which is indicated in ITB clause 1.7 or by email to [procure@cpstl.lk](mailto:procure@cpstl.lk), not later than seven (07) days prior to the closing date of Bids given in ITB clause 1.12. Similarly, if a bidder feels that any important provision is unacceptable; such objection shall be raised at this stage.

The DPC will respond in writing by post and/or by email to any such request for clarifications, modifications, objections or complaints that are received not later than seven (07) days prior to the closing date of Bid prescribed by the DPC. Copies of the DPC's response will be sent by post and/or by email to prospective bidders who have collected bidding documents, including description of the inquiry but without identifying its source, within five(05) days prior to the closing of the Bids.

Questions and answers will not form part of the bidding document or contract; answers shall not constitute legally binding representation. If arising from a question, it becomes necessary to vary the bidding document, and then an addendum will be issued in accordance with the above procedure.

All correspondence shall be addressed to the mailing address or email address which are indicated above and shall not be personally addressed to any officer. Such correspondence shall not be entertained and shall be considered as a disqualification.

Where a bidder has not sought any clarifications/information such bidder shall be deemed to have accepted the bidding document in full.

#### **1.11 PRE-BID MEETING AND SITE VISIT**

A pre-bid meeting and a site visit shall be arranged at Oil Installation, Kolonnawa and any further quarries could be clarified during the meeting. An addendum shall be issued to all the

bidders on the issues raised and relevant answers will be sent by post and/or by email to prospective bidders who have collected bidding documents.

### **1.12 MODIFICATION, SUBSTITUTION & WITHDRAWAL OF BID**

Bidders may modify, substitute or withdraw their bids after submission, provided that written notice of the modification, substitution or withdrawal is received by the DPC, prior to the deadline prescribed for bid submission.

Bid modifications or substitutions shall be prepared, sealed, marked and despatched as follows:

The bidder shall provide an original and a duplicate, as specified in the ITB clause 1.7, of any modification or substitution to his bid, clearly identified as such in two envelopes, duly marked “ORIGINAL” & “DUPLICATE”. The envelopes shall be sealed in an outer envelope, duly marked **BID MODIFICATION** or **BID SUBSTITUTION - “BID FOR THE DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF WIRELESS CCTV CAMERAS (STAGE 1) AT OIL INSTALLATION, KOLONNAWA.-KPR/44/2019-CLOSING DATE: 23.07.2019”**.

Bidders wishing to withdraw their bids shall notify the DPC in writing prior the deadline prescribed for the submission of bids. The notice of withdrawal shall bear the name of the tender and the words “**BID WITHDRAWAL NOTICE**”.

Bid modifications, substitution and withdrawal notices shall be sent **to reach** the address which is indicated in ITB clause 1.7, not later than the deadline for submission of bids

A withdrawal notice may be sent by email to [procure@cpstl.lk](mailto:procure@cpstl.lk) but must be followed by the original, by post or by hand **to reach** the address which is indicated in ITB clause 1.7, not later than the deadline for submission of bids.

Bid modifications, substitutions or withdrawal notices received after the deadline for submission of bids will be ignored, and the submitted bid will be deemed to be valid.

### **1.13 CLOSING OF BIDS**

Bids enclosed, sealed, marked & addressed as aforesaid shall be sent by courier or registered post or sealed cover **to reach**,

**The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Procurement Function  
01<sup>st</sup> Floor, New Building**

**Ceylon Petroleum Storage Terminals Limited  
Kolonnawa,  
Wellampitiya**

**not later than 1400 hrs. on 23.07.2019** or could deposit in the tender box kept at the above address.

Bids will be closed **at 1400 hrs. on 23.07.2019.**

#### **1.14 DEADLINE FOR SUBMISSION OF BIDS**

The Chairman, DPC shall receive bids at the address specified under ITB clause 1.13 not later than the time and date stipulated. The Chairman, DPC may at his discretion, extend this deadline for submission of bids, by amending the bidding documents, in which case all rights and obligations of the DPC and the bidders will thereafter be subjected to the deadline as extended.

#### **1.15 LATE BIDS**

Any bid received after the deadline for submission of bids will not be opened and returned unopened to the Bidder.

#### **1.16 OPENING OF BIDS**

**Bids will be opened immediately after the closing date and time fixed for receipt of bids**  
at,

**The office of Manager Procurement  
Ceylon Petroleum Storage Terminals Limited  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Oil Installation  
Kolonnawa,  
Wellampitiya.**

or such other place as arranged if the Manager Procurement 's Office is not available.

The Bid Opening Committee (BOC) as appointed by the DPC, will open the bids in the presence of the authorized representatives of the bidders, who choose to attend at the time on the date and at the opening place specified above. Authorized representatives of the bidders so attending shall sign a register as proof of their attendance. Name of the bidders, bid prices, discounts, presence or absence of the requisite bid securities, and any other relevant information, which the BOC at its discretion, may consider to be appropriate, will be announced, at the opening.

#### **1.17 MINIMUM VALIDITY PERIOD OF BIDS**

All bids shall necessarily be valid for acceptance **minimum until 24.09.2019.** Bidders shall however, clearly indicate the maximum period that their bids would be valid. **A bid valid for a shorter period shall be rejected by the DPC as non-responsive.**

All prices indicated in the schedule of prices, shall be firm & shall not be subjected to any price variation within the period of validity stated above.

In exceptional circumstance, prior to the expiration of the bid validity period, the DPC may request bidders to extend the period of validity of their bids for a specified additional period.

The request and the bidders' responses shall be made in writing. A bidder may refuse the request. A bidder agreeing to the request will not be required or permitted to revise or modify the bid, but will be required to extend the validity of the bid and the validity of the bid security for the period of the extension, and in compliance with ITB clause 1.17 in all respects. If a bidder does not agree for an unconditional extension of the validity of his bid, his bid shall be rejected without forfeiting the bid security.

On acceptance of the offer within the period of validity of the bid, the validity period shall be extended by another fourteen (14) days for purposes of issuing of Purchase Order and other required documentation.

Bids that do not comply with the above requirements will be rejected as non-responsive.

### **1.18 BID SECURITY**

Each bid shall be accompanied by a bid security, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be in one of the following forms,

- i) in the form of a bank draft issued by a recognized commercial bank operating in Sri Lanka,

**Or,**

- ii) in the form of a bank security issued by a recognized commercial bank operating in Sri Lanka,

**The bank in Sri Lanka shall be an approved commercial bank with the authority of a License issued by the Monetary Board (Central Bank of Sri Lanka)**

and, payable to CPSTL on demand, **for a minimum sum of Thirty Five Thousand Sri Lankan Rupees (LKR 35,000.00).**The Bid Security shall be unconditionally en-cashable on demand by CPSTL

**In case of a bank, the bid security shall be furnished without a substantial departure to the format given in Annexure "B".**

**Or,**

- iii) Also bidders could deposit money to the CPSTL Cashier as the bid security **for a minimum sum of Thirty Five Thousand Sri Lankan Rupees (LKR 35,000.00).**

The Bid Security shall be valid **minimum until 22.10.2019.**

**Failure to submit the bid security at the time, or before the closing of the bids, and in accordance with the above said requirements, and in the format provided (in case of bank security), will result in the bid being rejected.**

In exceptional circumstance, prior to expiry of the period of validity of the bid, the DPC may request from the bidders to extend the period of validity of their bid securities for a specified additional period as described in ITB clause 1.17. If a bidder does not agree for an unconditional extension of the validity of his bid, his bid shall be rejected without forfeiting the bid security.

Bid securities of the unsuccessful bidders will be returned to them only after the award is made to the successful bidder. The bid security of the successful bidder will be returned only after receipt of the performance security.

### **1.19 LETTER OF MANUFACTURER'S AUTHORIZATION**

Bids from the authorized agents representing manufacturers, will not be considered unless they hold the **Letter of Manufacturer's Authorization from the manufacturers, empowering the authorized agent to bid on their behalf, to enter into a valid contract on behalf of them and to fulfil all the terms and conditions of the contract, in the event of the bid being awarded.**

Format of Manufacturer's Authorization - Annexure "E" is attached.

In the event that the bidder is the manufacturer, the Letter of Manufacturer's Authorization is not required. However, he shall issue a Letter of Authorization to the authorized agent in Sri Lanka, if any.

In the event that the bidder is the authorized agent in Sri Lanka, he shall furnish the Letter of Manufacturer's Authorization as per the format Annexure "E" from the manufacturer and a Letter of Authorization from the manufacturer authorized export agent abroad, if any.

In case, the DPC accepts an order, the agreement will be signed and the purchase order will be placed with the authorized agent in Sri Lanka.

**Failure to submit the Manufacturer's Authorization at the time, or before the closing of the bids, and in accordance with the above said requirements will result in the bid being rejected.**

***Nomination of an agent after the submission of bid will not be valid and the name of the declared principal/beneficiary will not be changed at any time.***

### **1.20 SCHEDULE OF PRICES**

Offered Prices shall be in the form of Schedule of Prices - marked Schedule given in the bidding document and the bidder is required to duly sign and return the same. (table 1 and table 2)

Bids not submitted on the prescribed form and in the manner required are liable for rejection.

### **1.21 DECLARATION**

Bidders shall declare that they had read the conditions and that they make the bid in compliance with, and subject to all the conditions thereof, and agree to execute the contract/perform the services in accordance with the said conditions in the manner therein set out.

Bidders shall submit dully filled & signed **Form of Bid, Annexure “A”** along with the bid. **Failure to submit the dully filled & signed Form of Bid along with the bid at or before the closing time and date of the bid and in accordance with above said requirements and in the formats provided, shall result in the bid being rejected.**

### **1.22 PRELIMINARY EXAMINATION OF BIDS**

The DPC 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. The DPC may, at its discretion call clarifications from bidders.

The request for clarification and the response shall be in writing within short period from the clarifications and no change in the price or substance of the bid shall be sought, offered or permitted.

Bidders shall promptly response to any query raised by the DPC by Fax/Email on the bid made by them at the evaluation stage of bids. Failure to response for these queries will be subjected to rejection of bid.

### **1.23 CORRECTION OF ERRORS**

Bids determined to be substantially responsive shall be checked for any arithmetical error and errors shall be corrected in the following manner.

- a) Where the discrepancy is between unit price and the line item total, resulting from multiplying the unit price by the quantity, the unit price as quoted shall prevail and the line item total shall be corrected, unless in the opinion of the DPC there is an obvious gross misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern, and the unit price shall be corrected.
- b) Where there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- c) Where the discrepancy is between words & figures, the amount in words shall prevail, unless the amount expressed in word is related to an arithmetic error, in which case the amount in figures shall prevail subject to a) and b) above.
- d) The amount stated in the bidding document adjusted in accordance with the above procedure with the concurrence of the bidder shall be considered as binding upon the bid. If the bidder does not accept the corrected amount of bid, his bid will be rejected.

- e) If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, his bid shall be disqualified and his bid security may be forfeited.

#### **1.24 EVALUATION OF BIDS**

All offers received will be examined to determine the eligibility of bidders' responded and substantial responsiveness of bids received. A substantially responsive bid is one, which conforms to the terms, conditions and specifications of the bidding document. Incomplete bids will be rejected.

The price for annual maintenance for 4<sup>th</sup> and 5<sup>th</sup> year shall also be considered for evaluation.

The DPC may seek clarification or additional information from any bidder in regard to specifications except for prices. In the absence of any response from the bidder, within the specified period, the DPC reserves the right to make its own decision.

Only the bids determined to be substantially responsive will be evaluated and compared.

The substantially responsive bidders are invited to do a power point presentation on the bidders preliminary design proposal.

Award will be made to the substantially responsive, lowest evaluated bid.

#### **1.25 POWER TO ACCEPT OR REJECT BIDS**

The DPC will not be bound to make the award to the bidder submitting the lowest bid.

The DPC reserves the right to reject any or all bids, or any part thereof without assessing any reasons. The DPC may accept any or all items of the bid and reserves the right to increase or decrease the quantity of the items to be contracted for, at prices indicated in the schedule of prices.

#### **1.26 AWARDING CRITERIA**

Subject to ITB clause 1.24, CPSTL shall 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.

#### **1.27 NOTICE OF ACCEPTANCE**

Acceptance of the bid will be communicated by fax/e-mail and confirmed in writing by registered post to the successful bidder to the address given by him, soon after the receipt of the DPC decision. Any change of the mailing address of the bidder shall be promptly notified to the Manager Procurement, Procurement Function, 01<sup>st</sup> Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya.

## **02. CONDITIONS OF CONTRACT (COC)**



## **02. CONDITIONS OF CONTRACT (COC)**

### **2.1 PERFORMANCE SECURITY**

The successful bidder is required to provide a performance security to safeguard the CPSTL against non-performance of the contract. The successful bidder, on being notified by CPSTL of the acceptance of his bid, shall furnish at his own expense a performance security, in one of following forms within fourteen (14) days of such notification. Such performance security be in one of the following forms,

- i) in the form of a bank draft issued by a recognized commercial bank operating in Sri Lanka, or

**Or,**

- ii) in the form of a bank security issued by a recognized commercial bank operating in Sri Lanka,

**The bank shall be an approved commercial bank with the authority of a License issued by the Monetary Board (Central Bank of Sri Lanka)**

and, payable to CPSTL on demand, in a minimum sum **equivalent to 10% of the total contract value (inclusive taxes) of the accepted bid in Sri Lankan Rupees (LKR)**

**In case of a bank security, the performance security shall be furnished without a substantial departure to the format given in Annexure “C”.**

**Or,**

- iii) Also successful bidder could deposit money to the CPSTL Cashier as the performance security for a minimum sum **equivalent to 10% of the total contract value (inclusive taxes) of the accepted bid in Sri Lankan Rupees (LKR).**

If the successful bidder fails to furnish the performance security as aforesaid, his name shall be placed in the list of defaulting contractors. CPSTL, shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such bid, at the risk & expense of the successful bidder.

The successful bidder, in the event of his failure to furnish the performance security as required, shall be liable for any losses, costs, expenses & damages, which CPSTL may sustain in consequence of such failure and the bid security, shall be forfeited.

Official Purchase Order shall be released only after the receipt of the performance security. The performance security shall be in favor of CPSTL and shall be unconditionally encashable on demand by CPSTL and **shall be valid for a period not less than three hundred and sixty five (365) days from the date of completion.**

In exceptional circumstances, prior to expiry of the period of validity of the performance security, CPSTL may request to extend the period of validity for a specified additional period, in order to meet the scheduled date of completion.

## **2.2 CONTRACT AGREEMENT**

The successful bidder would be called upon to enter into an agreement with CPSTL after successful award. A specimen of Contract Agreement is attached as per Annexure “D”.

## **2.3 INSPECTION**

All the CCTV camera units quoted by the Bidder shall be available Ex-stock for inspection at the stage of evaluation.

## **2.4 WARRANTY**

The Bidder may specify the warranty terms and conditions, which they need to include for all the major components. Such warranty shall not in any case be less than the warranty specified under the Scope of supply, scope of work and Technical Specification (Section 03).

Any defect found during this warranty period shall be attended to by the contractor at his own expense (labor& spare parts) and any defective parts shall be replaced with new parts free of charge.

## **2.5 MAINTENANCE AND SERVICE**

Contractor shall submit the details of maintenance and services are to be provided during the warranty period. Contractor shall clearly mention the services offered free and services which are charged. Contractor shall provide a sample document for Annual Service/Maintenance Contract (AMC) to enter into after the expiration of the warranty period. Contractor shall enter to an Annual Service Contract with the CPSTL. The price for the AMC shall be provided in the Table 02 of “Schedule of Prices”.

Contractor shall enter into an AMC agreement with the CPSTL at the time of awarding the contract to offer the AMC for the rates declared in the said Table 02 of “Schedule of Prices”. Contractor shall provide a replacement unit if a unit need to be uninstalled and taken to the contractor’s workshop for repair and/or maintenance during the warranty period or during the AMC period.

## **2.6 TIME FOR COMPLETION**

Total work shall be completed by design, supply and installation of wireless CCTV camera system at CPSTL, Kolonnawa Terminal within 21 days from the date of handing of site after the issue of the Purchase Order.

## **2.7 MODE OF PAYMENT**

Payment shall be made on measure and pay comprehensive basis. Interim payments shall be made in Sri Lankan Rupees, only after the successful delivery and installation in relevant location. The minimum amount of interim payment shall not be less than 750,000.00 Sri Lankan Rupees.

An advance payment of 20% from the accepted bid price shall be made on a bank guarantee acceptable to CPSTL. Recovery will be made in two installments from interim payments made to the contractor. Upon the payment of the advance payment in full the CPSTL shall return the original of the advance payment guarantee to the Contractor. Payment for Annual Maintenance Contract shall be made at the expiration of 3 year warrantee period at the commencement of each maintenance period.

## **2.8 INSURANCE**

The Minimum amount for third party insurance cover shall be Rs. **1,000,000.00**.

The Minimum amount for Insurance cover for Contractor's Personnel shall be Rs. **1,000,000.00**.

## **2.9 DELAY IN COMPLETION**

Where the contractor does not design, supply and install the items in due time, in accordance with the stipulated and agreed dates of completion, as given in the bidding document, the contractor shall when required by CPSTL be bound to supply and install such quantities of items as may be necessary immediately by CPSTL by making suitable arrangements, in order that the said items will reach CPSTL in due time.

Should the contractor fail to arrange for the supply and install items in the manner aforesaid, CPSTL shall have the right to make suitable alternate arrangements without any notice to the successful bidder for the required supply and installation and to claim from the contractor, the additional expenses thereby incurred by CPSTL.

## **2.10 LIQUIDATED DAMAGES**

Should the contractor fail to supply and install items, within the period specified or should he fail to replace any rejected quantity thereof with a like quantity of approved quality within the period allowed, the contractor shall be liable to pay as pre-estimate of Liquidated Damages (LD), the sum of 1/150<sup>th</sup> of the total item value of the order per day for delay in executing the order, until the order is completed subject to a maximum of 10% of total item value of the order. In case of such LD being imposed by CPSTL and such LD may be deducted from the final payment/performance security.

However, CPSTL reserves the right to cancel the award of the tender, if the total work is not completed within the period agreed by the contractor without any reasonable proven reason to CPSTL or at the reach the maximum LD of 10% of accepted bid price.

## **2.11 DEFAULTS BY SUCCESSFUL BIDDER**

If for any reason, in the opinion of CPSTL, the successful bidder becomes incapable or unable to attend to scope of work offered in his bid, CPSTL shall have the right to obtain such work from other sources without being liable in any manner whatsoever, to the successful bidder.

If the successful bidder, defaults to attend work or otherwise commits a breach of any of the provisions in the contract with CPSTL, for the attending work according to the specifications, he shall be liable to pay CPSTL, all losses, damages and expenses incurred by CPSTL, in

consequence of such default or breach. The contractor in these circumstances shall also render himself liable to be placed in the list of defaulting contractors and be precluded from having any concern in CPSTL bids.

## **2.12 CONTRACT NOT TO BE SUBLET**

The successful bidder shall not assign or sublet without the written authority of the Chairman, DPC; his obligations to scope of work bided and agreed for. If any part of his obligation has been assigned or sublet with written authority, he will nevertheless be held responsible for the due performance of the part assigned or sublet.

## **2.13 EVALUATION AND COMPARISON OF BIDS.**

Only the bids determined to be substantially responsive will be evaluated and compared. Bids are evaluated for total scope. Award will be made to the lowest evaluated substantially responsive bid. A substantially responsive bid is one, which conforms to the terms, conditions and specifications of the bidding document. Incomplete bids will be rejected.

## **2.14 FORCE MAJEURE**

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

## **2.15 DISPUTES/ APPLICABLE LAW**

All the disputes arising out of this agreement will be settled in accordance with the provisions of Law governing like disputes and trial by court of law of The Democratic Socialist Republic of Sri Lanka.

## **2.16 FURTHER INFORMATION**

Any other information or clarification required could be obtained from the Manager Procurement, Procurement Function, 01<sup>st</sup> Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya, on any working day, between 0900hrs and 1600 hrs. Sri Lanka local time before the closing date of the Bids

Telephone : +94-11-2572156/ +94-11-5750764

Facsimile : +94-11-2572155

Email : [procure@cpstl.lk](mailto:procure@cpstl.lk)

**The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Ceylon Petroleum Storage Terminals Limited  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Kolonnawa,  
Wellampitiya**

# **03.SCOPE OF SUPPLY, SCOPE OF WORK AND TECHNICAL SPECIFICATION**

### **3. SCOPE OF SUPPLY, SCOPE OF WORK AND SPECIFICATION**

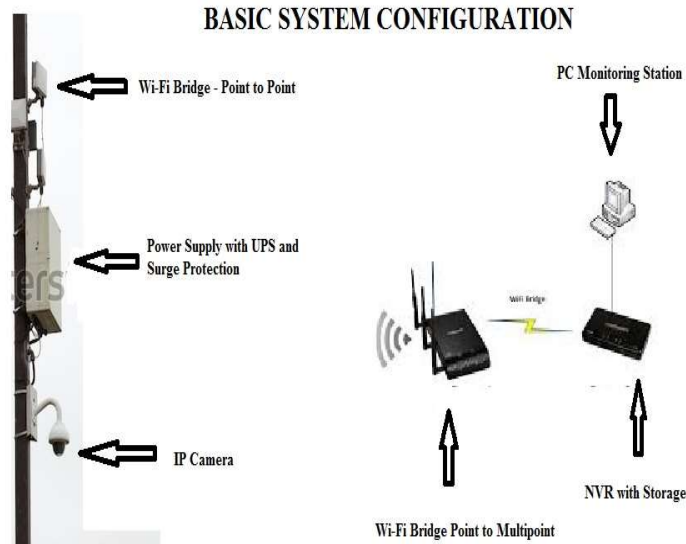
#### **3.1 Scope of Supply by CPSTL**

- 3.1.1. CPSTL shall assist the contractor in defining field of view and identifying suitable camera mounting locations.
- 3.1.2. CPSTL shall release operational areas such as pump houses, filling gantries access roads and tank yards etc. for Wireless CCTV System installation work in a manner such that minimum disturbance to the operational activities of CPSTL.
- 3.1.3. Electricity and drinking water that would be supplied to the contractor to undertake this work would be charged from the contractor per meter readings/ estimate. The prospective contractor is required to indicate his requirements of power from the CPSTL in his offer for evaluation purposes. Or the contractor shall arrange his own source of electricity and water.

#### **3.2. Contractor's Scope of Supply**

Outdoor IP Cameras, Indoor/Outdoor Wireless Transmitters & Receivers, NVR, Monitoring stations, UPSs, power supply systems and cabling, Surge protection systems and earthing, Construction equipment, materials, consumables and other documents as follows

- 3.2.1. Supply of construction equipment required for civil works to install camera mounting poles.
- 3.2.2. Supply of all testing and installation equipment such as cable testers, signal strength testers, earth resistant testers and other instruments to perform necessary inspection and testing.
- 3.2.3. Supply of Fixed type and PTZ type outdoor IP cameras with Wi-Fi and Ethernet connectivity as per specifications
- 3.2.4. Supply of monitoring and controlling workstations as per specifications
- 3.2.5. Supply of Network Video Recorder (NVR) as per specification
- 3.2.6. Supply of Video storage system as per specifications.
- 3.2.7. Supply of UPS units as per specifications.
- 3.2.8. Supply of poles for mounting cameras as per specification.
- 3.2.9. Supply of Wi-Fi Bridges Point to Point/Multi Point as per the system requirements
- 3.2.10. Supply of switchgears and cables etc required for providing power supply for cameras, Access switches, work stations, monitors and UPS units
- 3.2.11. Supply of surge protection system to protect cameras, wireless transmitters & receivers, storage equipment, work stations, and UPS units from surge voltages in both power and data lines.
- 3.2.12. Supply of earth grounding system as per specifications.
- 3.2.13. The Basic System Configuration shall be as per the below diagram



### 3.3. Contractor's Scope of Work

- 3.3.1. Contractor shall submit a comprehensive proposal with the bid to cater the requirements mentioned in scope of work and specifications. Contractor shall include in his proposal, the systems, equipment, instruments and methodologies which he deems that shall incorporate to improve the quality and effectiveness of the wireless IP based camera system.
- 3.3.2. Inspection of the proposed camera locations, Wi-Fi Bridges mounting locations, cabling routes, power supply sources and requirements.
- 3.3.3. Make and manufacture of Outdoor IP Cameras, NVR, Video Storage & Management equipment, Wi-Fi Bridges, UPS units, Surge protection units switchgears, other accessories to be submitted with the bid.
- 3.3.4. General layout of finalized location of Outdoor IP cameras, Wi-Fi Bridges, Control and monitoring stations, data and power supply cable routes shall be submitted to the approval of the engineer before proceeding with installation work.
- 3.3.5. Construction drawings of cable sleeves and mounting poles shall be submitted to the approval of the engineer before proceeding with the construction work.
- 3.3.6. Supply and Install Cable Network
  - i. All the cable in the field shall be installed underground cable ducting.
  - ii. All the outdoor cables shall be armored type.
  - iii. Steel conduits shall be used at outdoor locations where un-armored cables are required
  - iv. Cables inside the buildings shall be routed through white color PVC casings.
- 3.3.7. Supply and Install Outdoor IP Cameras with Wireless Signal Transmitting.
  - i. Contractor shall provide a schedule of cameras to be used at proposed locations the specifications shall comply with the requirements mentioned in the bidding documents. The proposed cameras shall be able to provide a clear view of the locations mentioned in the camera layout in all weather conditions during day time and night time
  - ii. Installation shall be done after obtaining the approval for the schedule of cameras.

- iii. Contractor shall design supply and install suitable mounting poles and brackets for wireless outdoor IP cameras.
  - iv. Contractor shall install, test and commission the wireless IP based cameras.
- 3.3.8. Supply and Install Network Video Recorder and Video Storage System.
- i. Contractor shall supply, install, test and commission a Network Video Recorder (NVR) complying with the requirements mentioned in the bidding documents.
  - ii. Assisted Storage which is capable of retaining a recording of 45 days image for all the cameras.
  - iii. Contractor shall supply and install, test and commission all the software's Firm wares and user license to operate the system.
- 3.3.9. Supply and Install video Monitoring Stations.
- i. Contractor shall supply and install test and commission two (02) PC monitoring stations with 19" monitors at separate locations specified by engineer.
  - ii. Each station shall have a joystick for controlling.
- 3.3.10. Wi-Fi Bridges Point to Point / Multipoint.
- i. Contractor shall supply, install, test and commission required Wi-Fi Bridges Point to Point/Multipoint complying with the requirements mentioned in the bidding documents.
  - ii. Contractor shall supply and install the required mounting racks, enclosures, and power supply & surge protection system for the proposed Wi-Fi Bridges.
  - iii. The Wi-Fi Bridges can be mounted either on the camera poles itself or in the nearest indoor building. Depending on the location the video signals from the cameras
- 3.3.11. UPS units.
- i. Contractor shall select, supply and install, test and commission required UPS units to power the NVR, Wi-Fi Bridges, and Wireless IP based Cameras
  - ii. Contractor shall supply and install the required power supply system for UPS units.
- 3.3.12. Surge Protection System
- i. Contractor shall design for supply and install, test and commission required surge protection system
  - ii. The surge protection system shall cover all the equipment for lightning and high voltage surges coming through power supply network and Data network.
  - iii. Contractor shall design supply and install earth grounding system.
- 3.3.13. Contractor shall carryout testing and commissioning of the complete system
- 3.3.14. Contractor shall provide training for CPSTL staff to on trouble-shooting, maintenance and operation of the system. The training shall cover the engineering training and operator training for the system offered.
- 3.3.15. Contactor shall enter comprehensive annual maintenance agreement including required manufacture recommended spares, with CPSTL after the warranty period is expired. The charges for such maintenance agreement shall be provided.



### 3.4. Minimum Technical Specifications

The technical specifications listed below are a guide to the bidder to design the system proposed. Bidder shall not be limited to the specifications mentioned.

#### 3.4.1. Outdoor Fixed IP Camera With Wi-Fi and Ethernet Connectivity

#	Item Description	Minimum Required Specifications
1.	Camera Type	True IP, High Performance, Day & Night Color Weather Proof Bullet Camera
2.	Imaging Device	CMOS/CCD
3.	Resolution	1920x1080 or better
4.	Lens	Auto Iris, Auto Focus
5.	Min Obtainable Field of View	Wide angle 130 <sup>0</sup>
6.	Minimum Illumination	Color Mode: 0.5 lux , B/W Mode : 0.04 lux
7.	Frame Rate	Up to 25/30 fps or better
8.	Back Light Compensation	Automatic, Manual
9.	White Balance	Automatic, Manual
10.	Connectivity	Wi-Fi and RJ45
11.	Enclosure	Outdoor Weatherproof (IP66-, IK10- and/or NEMA 4X-rated)
12.	Mounting Pole	Suitable steel mounting pole shall be supplied and installed
13.	Warranty	03 Years manufacturer's warranty and Support
14.	Certificates	Certificates conforming to relevant latest EN/UL/IEC
15.	Brand & Model	Should be brand from a reputed company with local presence.
16.	Country of Origin	Specify the Country of origin
17.	Country of Manufacture / Assembled	Specify the country where manufactured (assembled) in.

#### 3.4.2. Outdoor PTZ IP Camera With Wi-Fi and Ethernet Connectivity

#	Item Description	Minimum Required Specifications
1.	Camera Type	True IP, High Performance, Day & Night Color Weather Proof PTZ Camera
2.	Imaging Device	CMOS
3.	Resolution	1920x1080 or better
4.	Lens	Auto Iris, Auto Focus
5.	Zoom	30x optical zoom and 12x digital or better
6.	Minimum Illumination	Color Mode: 0.5 lux , B/W Mode : 0.04 lux
7.	Frame Rate	Up to 25/30 fps or better
8.	Back Light Compensation	Automatic, Manual
9.	White Balance	Automatic, Manual
10.	Connectivity	Wi-Fi and RJ45
11.	Enclosure	Outdoor Weatherproof (IP66-, IK10- and/or NEMA 4X-rated)
12.	Mounting Pole	Suitable steel mounting pole shall be supplied and installed
13.	Warranty	03 Years manufacturer's warranty and Support
14.	Certificates	Certificates conforming to relevant latest EN/UL/IEC
15.	Brand & Model	Should be brand from a reputed company with local presence.
16.	Country of Origin	Specify the Country of origin
17.	Country of Manufacture / Assembled	Specify the country where manufactured (assembled) in.

### 3.4.3. Wi-Fi Bridge Point to Point / Multi Point

#	Item Description	Minimum Required Specifications
1.	Type	Long Distance Wi-Fi Bridge Point to Point/ Multi Point
2.	Input	Shall support camera signal 3G/HD/SD-SDI,HDMI
3.	Output	Shall support NVR input 3G/HD/SD-SDI,HDMI
4.	Maximum transmission	Propose according to the system requirements
5.	Frequency Band	Shall comply with TRC regulations
6.	Auxiliary Requirements	System shall be supplied with all the other network hardware requirements such as POE switches as required.
7.	Warranty	3 Years Manufacturer's Warranty and Support
8.	Brand & Model	Should be brand from a reputed company with local presence.
9.	Country of Origin	Specify the Country of origin
10.	Country of Manufacture / Assembled	Specify the country where manufactured (assembled) in.

### 3.4.4. Network Video Recorder (NVR) System

#	Item Description	Minimum Required Specifications
1.	Type	Wireless Network Video Recorder
2.	Input	Shall support camera & Transmitter signal 3G/HD/SD-SDI,HDMI WiFi/RJ45
3.	Output	Shall support camera & Transmitter signal 3G/HD/SD-SDI,HDMI WiFi/RJ45
4.	Storage	Hard Disk / USB HDD / Network Storage Storage which is capable of retaining a recording of 45 days at 15 FPS in 2 Megapixel (minimum) image for all the cameras
5.	Frequency Band	Shall comply with TRC regulations
6.	Video Resolution	1080P
7.	Video Play Back	10 Channel Simultaneous Playback
8.	Camera License	10 Nos. camera license shall be provided with the system
9.	Auxiliary Requirements	System shall be supplied with all the other required auxiliary hardware such as POE switches, as required.
10.	Warranty	3 Years Manufacturer's Warranty and Support
11.	Brand & Model	Should be brand from a reputed company with local presence.
12.	Country of Origin	Specify the Country of origin
13.	Country of Manufacture / Assembled	Specify the country where manufactured (assembled) in.

### 3.4.5. Work Station for Video Monitoring

#	Item Description	Minimum Requirement
1.	Type of Workstation	Desktop Workstation
2.	Processor	4th Gen Intel® Core i7 or better
3.	Internal Memory	8 GB RAM Minimum
4.	VGA	Professional Graphics Card (E.g. NVIDIA or ATI) with Minimum 2GB dedicated Video RAM, GPU with more than 400 cudacores, Minimum 2 HDMI ports
5.	Operating System	Windows 7 Professional or better
6.	Storage	250GB or more SSD
7.	Removable Storage	DVD±RW / USB 3.0
8.	Network Interface	2 Gigabit Ethernet RJ-45 (1000Base-T)
9.	Auxiliary Interfaces	2 USB 3.0, USB 2.0
10.	Power Requirements	240 VAC / 50-60Hz
11.	Monitor	19"
12.	Key Board/Joy Stick	Keyboard with joysticks for each client workstation shall be provided for PTZ control.
13.	Warranty	3 Year manufacturer's warranty & support
14.	Brand & Model	Should be brand from a reputed company with local presence.
15.	Country of Origin	Specify the Country of origin

### 3.4.6. Uninterruptible power supply

#	Item Description	Minimum Required Specifications
1.	Capacity	Bidder to mention
2.	Technology	True online double conversion
3.	230 V AC (Single Phase)	220- 240V AC
4.	Input Frequency	50 Hz ± 5%
5.	Output Voltage	230V AC
6.	Output Frequency	50 Hz
7.	Output Voltage Regulation	± 1%
8.	Wave Form	Pure Sine wave
9.	Batteries	Maintenance Free Batteries
10.	Min. Backup Time at Full load	20 minutes
11.	Bypass System	Automatic and Manual bypass
12.	Alarm	Audible alarms for faults warnings
13.	Certificate	ISO 9001
14.	Warranty	3 Year manufacturer's warranty & support
15.	Brand & Model	Should be brand from a reputed company with local presence.
16.	Country of Origin	Specify the Country of origin

### 3.4.7. Power distribution system

#	Item Description	Minimum Requirement
1.	Power Distribution System	Bidder shall in his proposal design for a suitable power distribution network to comply with the site conditions to power all the active components of the system.
2.	Standard to be followed	BS7671: 2008 Amendment 3:2015

### 3.4.8. Lightning and Surge Protection System

#	Item Description	Minimum Requirement
1.	Lightning and Surge Protection System	Bidder shall in his proposal design for a suitable lightning and surge protection system to comply with the site conditions, to protect all the active components from lightning and voltage surges inclusive of the earth grounding system
2.	Standard to be followed	BS EN/IEC 62305
3.	Brand & Model	All the switchgears, accessories and cables Should be brand from a reputed company
4.	Country of Origin	Specify the Country of origin

### 3.4.9. System Warranty, Post installation Support and Spare Parts& Training, Testing and Commissioning

#	Item Description	Minimum Requirement
1.	System Warranty	<p>Bidder shall provide a minimum 03 year System warranty against manufacturing defects, workmanship and performance of the Wireless CCTV system. Any defects, system breakdowns and performance failures shall be rectified and restored by the contractor under at his cost under the warranty period.</p> <p>The response time for any complain shall be less than 1 hour.</p> <p>Defect rectification shall be attended within 03 hours.</p> <p>If any repair work exceeds 24hrs duration, the faulted unit shall be replaced with a backup unit.</p>
2.	Comprehensive Annual Maintenance Contract (AMC)	<p>Contractor shall enter into a Comprehensive Annual Maintenance Contract (AMC) with CPSTL upon expiration of the warranty period.</p> <p>The AMC shall cover all the service and breakdown repairs for the Wireless CCTV system. The contractor shall maintain a stock of mandatory and operational spare parts under the AMC.</p> <p>The response time for any complain shall be less than 1 hour.</p> <p>Defect rectification shall be attended within 03 hours.</p> <p>If any repair work exceeds 24hrs duration, the faulted unit shall be replaced with a backup unit</p>

		The indicative cost of the AMC shall be mentioned in the proposal
3.	Spare Parts	Bidder shall provide a list of mandatory and optional spare parts with their cost with the proposal
4.	Manufacturer's Authorization Letter	Bidder shall provide the manufacture's Authorization letters to represent the brand in Sri Lanka, for each of the critical components (such as Cameras, wireless transmitters, NVR, Client viewing stations, UPS etc.) he has provided in the proposal
5.	Operational and maintenance staff training	Contractor shall provide a training of operational and maintenance of the Wireless CCTV system for the Operational and Maintenance staff of CPSTL at the site.
6.	Testing and Commissioning	Bidder shall provide a testing and commissioning plan in his proposal clearly indicating all the parameters to be tested against the expected outcomes as per the relevant standards.

## **04. SCHEDULES**

**SCHEDULE OF PRICES**

**Table 01**

<b>Item No:</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate Rs.</b>	<b>Amount Rs.</b>
1.	Mobilization, demobilization and site clearing	1	Allow		
2.	Supply and Install Fixed IP Cameras With Mounting Poles	08	Nos.		
3.	Supply and Install PTZ IP Cameras With Mounting Poles	02	Nos.		
4.	Supply and Install Wireless Network Video Recorder and Video Storage System with all the accessories and auxiliary requirements	01	No.		
5.	Supply and Install Wi-Fi Bridges Point to Point / Multipoint with all the accessories and auxiliary requirements	14	Nos.		
6.	Supply and Install video Monitoring Stations.	02	No		
7.	Supply and Install UPS units.	15	Nos.		
8.	Supply and Install Data Cabling System	1	Allow		
9.	Supply and Install power Cabling System	1	Allow		
10.	Supply and Install surge protection & earthing System	1	Allow		
11.	Testing and Commissioning of the Complete System Including Training	1	Allow		
12.	Sub Total				
	Less Discount (If any)				
	NBT				
	VAT				
<b>Total Value Inclusive VAT</b>		By figure			
		By words			

***“If any taxes are not mentioned separately such taxes will be considered as not relevant for the bid”***

Time for Completion : .....(Minimum requirement –  
As per COC clause 2.6)

Offer Validity Period : .....(Minimum requirement –  
As per ITB clause 1.17)

Country of Origin of equipment : .....

Name of the Manufacturer : .....

Country of Manufacture :.....

Warranty Period and Conditions:..... (As per section 03)

Name of the Bidder :.....

Address :.....

.....

Telephone :.....

E-mail :.....

Signature of the Bidder: ..... Date:.....

**(Company Seal)**



**TOTAL PRICE FOR SERVICE FOR 4<sup>TH</sup>- 5<sup>TH</sup> YEARS (AFTER 03 YEARS MANUFACTURER'S WARRANTY PERIOD) FOR TOTAL SOLUTION.**

**Table 02**

<b>Item S/No</b>	<b>Description</b>	<b>Annual Cost of AMC (Rs.)</b>
01	Price for service for the period of 4 <sup>th</sup> year for the total solution.	
02	Price for service for the period of 5 <sup>th</sup> year for the total solution.	
	<b>Less Discount</b> (If any)	
	NBT (If applicable)	
	<b>Total Value</b> Exclusive VAT	
	VAT (If applicable)	
	<b>Total price Inclusive VAT</b>	By figure
		By words

Signature of the Bidder: ..... Date: .....

**(Company Seal)**

## **05. ANNEXURES**

**FORM OF BID**

The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Ceylon Petroleum Storage Terminals Limited  
Oil Installation  
Kolonnawa, Wellampitiya

Dear Sir,

**BID FOR THE DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF  
CCTV CAMERAS (STAGE 1) AT OIL INSTALLATION, KOLONNAWA.- TENDER  
REFERENCE NO: KPR/44 /2019**

- A-1** Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract of the Bid for the **Design, supply, installation and commissioning of CCTV cameras (stage 1) at Oil Installation, Kolonnawa.**– Tender Ref No: KPR/44/2019 referred to therein, I/we offer to complete the whole of said contract/services in conformity with the said document.
- A-2** Unless & until a formal agreement is engrossed & executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- A-3** I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- A-4** The bid I/we am/are offering is complete and fulfills the technical requirements discussed in the bidding document.
- A-5** I/We agree to abide by this bid **minimum until 24.09.2019.** Bidding conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6** I/We undertake to conform to all the terms & conditions in the said bidding document, technical specifications & the schedule within the time specified.
- A-7** I/We declare that I/we commit to obtain a performance security in accordance with COC clause 2.1 & have perused the format of performance bond (in case of a bank security) contained in Annexure “C” and confirm our compliance with the said performance security in the event of award of bid.
- A-8** I/We affirm that the said works will be completed and handed over to CPSTL **within ..... days** from the date receipt of the Purchase Order.
- A-9** If our bid is accepted, we commit to accept the COC clause 2.7; Mode of payment.
- A-10** I/We am/are fully aware that the acceptance or rejection of any bid will be at the sole discretion of the Department Procurement Committee, Ceylon Petroleum Storage Terminals Limited.

**Cont....**

**A-11** I/We offer the total price of

..... *[insert total (table 1+ table2) LKR price in figures  
exclusive VAT]*

.....  
*[insert total LKR price in words exclusive VAT]*

..... *[insert total(table 1+ table2) LKR price in figures  
inclusive VAT]*

.....  
*[insert total LKR price in words inclusive VAT )*

for the Design, supply, installation and commissioning of CCTV cameras (stage 1) at Oil Installation, Kolonnawa to Ceylon Petroleum Storage Terminals Limited as detailed out in this bidding document and details of the total price is as given in the Schedule of Prices.

Dated this ..... day of .....2019*[insert date of signing]*.

Name  
:.....  
*[insert complete name of the person signing the Form of Bid]*

Signature :.....  
*[insert signature of the person whose name and capacity are shown]*

in the capacity of .....  
*[insert legal capacity of the person signing the Form of Bid]*

duly authorized to sign bids for and on behalf of .....  
*[insert complete name of the bidder]*

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

**(Common Company Seal)**

Witnesses:  
1. Signature: ..... 2. Signature: .....

Name: ..... Name:.....

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

**FORMAT OF BID SECURITY**

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

.....

*[insert (by issuing agency) the name, address and issuing branch or office of the issuing agency]*

**Beneficiary:** *Ceylon Petroleum Storage Terminals Limited*

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

**Bid security No.:** .....*[insert (by issuing agency) number]*

**Sum Guaranteed:** .....*[insert (by issuing bank) the amount of the bank security in figures & in words]*

We have been informed that ..... *[insert (by issuing agency) the 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 the Design, supply, installation and commissioning of CCTV cameras (stage 1) at Oil Installation, Kolonnawa. under Tender Reference No: KPR/ /2019 (“the Tender”).

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

At the request of the Bidder, we ..... *[insert (by issuing agency) the name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[insert (by issuing agency) the amount in figures]* ..... *[insert (by issuing agency) the 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 bidding document; or
- (c) having been notified of the acceptance of its Bid by the 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 Conditions of Contract (hereinafter “the COC”) of the bidding document.

This security 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 our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to 22.10.2019. *[insert (by issuing agency) the date]*

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

This security shall be governed by the laws of Sri Lanka.

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

**Seal (where applicable)**

**FORMAT OF PERFORMANCE SECURITY**

*[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

.....  
*[insert (by issuing agency) the name, address and issuing branch or office of the issuing agency]*

**Beneficiary: Ceylon Petroleum Storage Terminals Limited**

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

**Performance Security No. :** ..... *[insert (by issuing agency) number]*

**Sum Guaranteed:** .....*[insert (by issuing bank) the amount of the bank guarantee in figures & in words]*

We have been informed that ..... *[insert (by issuing agency) name of the Contractor]* (hereinafter called “the Contractor”) has entered into Contract No. KPR/ /2019dated ..... *[insert date of bid]* with you, for the **Design, supply, installation and commissioning of CCTV cameras (stage 1) at Oil Installation, Kolonnawa** under Tender Reference No: KPR/44/ 2019(hereinafter called “the Contract”)

Furthermore, we understand that, according to the Conditions of the Contract, a Performance Security is required.

At the request of the Contractor, we ..... *[insert (by issuing agency) the name of the issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[insert (by issuing agency) the amount in figures]* ..... *[insert (by issuing agency) the amount in words]*, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .....day of ....., 2019*[Insert (by issuing agency) date]*, **shall be valid for a period not less than three hundred and sixty five (365)days from the date of completion]** 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.

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

**Seal (where applicable)**

**FORMAT OF CONTRACT AGREEMENT – KPR/44 /2019**

THIS CONTRACT AGREEMENT is made and entered into at Colombo on the ..**day of** ..... **2019**BY AND BETWEEN Ceylon Petroleum Storage Terminals Limited a Company dully incorporated under and in terms of Conversion of Public Corporation or Government Owned Business undertaking into Public Companies Act No.23 of 1987 and registered under the Companies Act No.07 of 2007 under the Company Registration Number PB1221, having its registered office at Nimawa, Kolonnawa, Wellampitiya, (*hereinafter called and referred to as “the Purchaser” which terms or expression as herein used shall where the context so requires or admits mean and include the said Ceylon Petroleum Storage Terminals Limited, its successors, agents and assigns*)of the one part and, .....a body established under the Companies Act No.07 of 2007 under the Company Registration Number .....and having its registered office at ..... (*hereinafter called and referred to as “the Contractor” which terms or expression as herein used shall where the context so requires or admits mean & include the said ....., its successors, agents and assigns*) as the other part.

WHEREAS the Purchaser invited bids for the Supply of certain Goods and ancillary services, viz., “DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF CCTV CAMERAS (STAGE 1) AT OIL INSTALLATION,KOLONNAWA.– Tender Ref No: KPR/44/2019” and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of [*insert price in words and figures exclusive VAT & inclusive VAT*](*hereinafter called and referred to as “the Contract Price”*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
  
2. The following documents shall constitute the Contract between the Purchaser and the Contractor, and each shall be read and construed as an integral part of the Contract.
  - This Contract Agreement
  - The Conditions of Contract
  - Technical Specifications
  - The Contractors Bid dated [*insert the date of the bid*]
  - Original Price Schedules
  - Letter of Acceptance dated [*insert the date of the letter of acceptance*]

Cont....



3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Contractor in consideration of the provision of the Goods and Services 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 hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

**For and on behalf of the Purchaser**

**For and on behalf of the Contractor**

.....  
 Authorized Signature of the Purchaser  
 .....

.....  
 Authorized Signature of the Contractor  
 .....

In the capacity of  
*[ insert title or other appropriate designation ]*

.....  
 In the capacity of  
*[ insert title or other appropriate designation ]*

**(Common Company Seal)**

**(Common Company Seal)**

In the presences of witness:

In the presences of witness:

Name :.....

Name : .....

NIC No :.....

NIC No :.....

Signature :.....

Signature :.....

Address :.....

Address :.....

.....

.....

.....

.....

**FORMAT OF MANUFACTURER’S AUTHORIZATION**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization shall be on the letterhead of the Manufacturer and shall be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]*

**Date:** ..... *[insert date]*

**Name of Tender** : **Design, supply, installation and commissioning of (stage 1)at Oil Installation, Kolonnawa.**

**Tender Ref** : **KPR/44 /2019**

To: The Chairman  
Department Procurement Committee  
C/o Manager Procurement  
Procurement Function  
01<sup>st</sup> Floor, New Building  
Ceylon Petroleum Storage Terminals Limited  
Oil Installation  
Kolonnawa,  
Wellampitiya.

**WHEREAS**

We ..... *[insert complete name of Manufacturer]*,  
who are official manufacturers of ..... *[insert type of goods manufactured]*,  
having factories at ..... *[insert full address of Manufacturer’s factory]*,  
do hereby authorize ..... *[insert complete name of authorized agent]*  
to submit a bid the purpose of which is to provide the following Goods, manufactured by us  
..... *[Insert name and or brief description of the Goods]*,  
and to subsequently negotiate and sign the Contract.

We hereby confirm goods offered are in good condition & conforming to the technical specifications as mentioned in Section 03 of this bidding document.

Signed *[insert signature of authorized representative]* .....

In the Capacity of *[insert title of authorized representative]* .....

Name *[insert printed or typed name of authorized representative]* .....

Duly authorized to sign this Authorization on behalf of .....

*[insert complete name of Manufacturer]*

Address *[insert the address of the Manufacturer]:*

.....

.....

.....

**Company Seal (Rubber Stamp)Date:** .....

**COMPLIANCE / DEVIATIONS SHEET**

Please mark “✓” if complied with the bidding document requirement or mark “X” if there is any deviation and indicate the deviation in the cage provided.

S/N	Specification / Condition	Complied	Deviations
01.	Validity Period of Bid as per ITB clause 1.17		
02.	Bid Security as per ITB clause 1.18		
03.	Letter of Manufacturer’s Authorization as per ITB clause 1.19, and Annexure “ E ” submitted		
04.	Duly filled, stamped & signed Schedule of Prices as per ITB clause 1.20and Schedule submitted		
05.	Duly filled, stamped & signed Form of Bid as per ITB clause 1.21 andAnnexure "A", submitted		
06.	Compliance with Performance Security as per COC clause 2.1, in case of award		
07.	Compliance with Contract Agreement as per COC clause 2.2, in case of award		
08.	Compliance with Packing requirement as per COC clause 2.5, in case of award		
09.	Delivery Schedule as per COC clause 2.6, in case of award		
10.	Compliance with Mode of Payment as per COC clause 2.7, in case of award		
11.	Compliance with other clauses of COC, in case of award		
12.	Duly completedScope of Supply, Scope of Work and Technical Specification as per Section 03, submitted		
13.	Valid copy of Certificate of Incorporation issued by the Registrar of Companies in Sri Lanka, ITB clause 1.4, submitted (if applicable)		
14.	Certificate “Form PCA 3” issued by Registrar of Public Contract in accordance with ITB clause 1.4, submitted (if applicable)		
15.	Signature Authorization letter, as per ITB clause 1.8, submitted		
16.	Warranty requirement, as per Section 03		
17.	All other documentary requirements/details as requested under this bidding document, submitted		

Signature of the Bidder: ..... Date: ..... (Common Company Seal)