

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

BIDDING DOCUMENT

NATIONAL COMPETITIVE BIDDING (NCB)

**PROCUREMENT OF INSURANCE COVERS FOR THE VEHICLE FLEET AT
CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024**

Bid No: KPR/40/2023

THE CHAIRMAN
DEPARTMENT PROCUREMENT COMMITTEE
C/O MANAGER PROCUREMENT
CEYLON PETROLEUM STORAGE TERMINALS LIMITED
PROCUREMENT FUNCTION
01ST FLOOR, NEW BUILDING
KOLONNAWA, WELLAMPITIYA
SRI LANKA

TEL/FAX 011-2572155 /2572155

E MAIL : procure@cpstl.lk

Contents

INVITATION FOR BIDS	3
INSTRUCTIONS TO BIDDERS (ITB)	5
1.1 INTRODUCTION	6
1.2 ELIGIBILITY CRITERIA	6
1.3 CONTENTS OF BIDDING DOCUMENT.....	7
1.4 ISSUE OF BIDDING DOCUMENTS	7
1.5 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION	7
1.6 DOCUMENTS AND DETAILS TO ACCOMPANY BID	8
1.7 SCOPE OF INSURANCE COVERS.....	8
1.8 SUBMISSION OF DRAFT INSURANCE POLICIES	9
1.9 GENERAL	9
1.10 SEALING, MARKING & SUBMISSION OF BID	9
1.11 SIGNATURE AUTHORIZATION	10
1.12 FORMAT & SIGNING OF BID	10
1.13 AMENDMENTS/ CLARIFICATIONS OF BIDDING DOCUMENT	10
1.14 MODIFICATION, SUBSTITUTION & WITHDRAWAL OF BID	11
1.15 CLOSING OF BIDS	11
1.16 DEADLINE FOR SUBMISSION OF BIDS	12
1.17 LATE BIDS	12
1.18 OPENING OF BIDS	12
1.19 MINIMUM VALIDITY PERIOD OF BIDS.....	13
1.20 BID SECURITY	13
1.21 LETTER OF AUTHORIZATION FROM INSURANCE COMPANY	14
1.22 INSURANCE COVER BID FORMS (SCHEDULES OF PREMIUM).....	14
1.23 DECLARATION	14
1.24 PRELIMINARY EXAMINATION OF BIDS.....	15
1.25 CORRECTION OF ERRORS	15
1.26 EVALUATION OF BIDS	15
1.27 POWER TO ACCEPT OR REJECT BIDS	16
1.28 AWARDED CRITERIA.....	16
1.29 NOTICE OF ACCEPTANCE	16
02. CONDITIONS OF CONTRACT (COC)	17
2.1 SCOPE OF CONTRACT	18
2.2 EXECUTION OF CONTRACT	18
2.3 PERFORMANCE SECURITY	18
2.4 CONTRACT AGREEMENT	19
2.5 MODE OF PAYMENT.....	19
2.6 DEFAULTS BY SUCCESSFUL BIDDER.....	19
2.7 DISPUTES	19
2.8 FURTHER INFORMATION	19

03. REQUIRED INSURANCE COVERAGE.....	21
3.1 GENERAL TERMS AND CONDITIONS OF THE CONTRACT	22
3.2 INSURANCE COVER BID FORMS	24
Schedule A	24
Schedule B	26
Schedule C	28
Schedule D	30
Schedule E.....	32
Schedule F.....	34
Schedule G	35
Schedule H	36
SCHEDULE - "I"	37
3.3 SUMMARY OF INSURANCE COVER BID FORMS.....	37
ANNEXURES	38
Annexure A	39
FORM OF BID	39
Annexure B	40
FORM OF BID SECURITY	40
Annexure C	42
CEYLON PETROLEUM STORAGE TERMINALS LIMITED.....	42
COMPANY PROFILE	42
Annexure D	44
LIST OF CORPORATE CLIENTS.....	44
Annexure E.....	45
FORMAT OF SIGNATURE AUTHORIZATION	45
Annexure F.....	46
FORMAT OF LETTER OF AUTHORIZATION.....	46
Annexure G	47
DETAILS OF MAJOR ACCIDENT REPAIR LEAD TIME	47
Annexure H	48
FORMAT OF PERFORMANCE SECURITY	48
Annexure I.....	49
CONTRACT AGREEMENT.....	49
Confirmation on Additional Benefits/Claim Settlement Process	52
Annexure J	52
CHECK LIST FOR BIDDERS	53
Annexure K.....	54
Details of Vehicle Fleet of CPSTL as at XXXX2023.....	54



INVITATION FOR BIDS

PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024

BID NO: KPR/ 40/2023

The Chairman, Department Procurement Committee (Minor) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya, hereby invites bids for the **Insurance Cover for the Vehicle Fleet at Ceylon Petroleum Storage Terminals Limited** for a period of one year from insurance companies registered under Insurance Regulatory Commission of Sri Lanka (IRCSSL) and their agents/ brokers for the above Tender having minimum 5 years' experience in rendering similar services to the Public and large scale private sector organizations as specified in the bidding document.

Interested parties may refer the bidding document (*only for viewing purpose*) and obtain necessary information through the website www.cpstl.lk and the original Bidding Document could be obtained from the undersigned on submission of a written request (*the request letter shall be signed and issued by an authorized person*), during working days from **0900 hrs. to 1400 hrs. from 14.09.2023 till 02.10.2023**, upon payment of a non-refundable Bidding Document fee of **Sri Lankan Rupees Five Thousand Sri Lankan Rupees (LKR 5,000.00)** for each.

Duly filled bidding documents may be sent by post/courier under registered cover or sealed cover to **reach** the Chairman, Department Procurement Committee, C/o Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01st Floor, New Building, Oil Installation, Kolonnawa, Wellampitiya or could be deposited in the tender box kept at the main entrance of CPSTL, on or before **1400 hrs. on 03.10.2023**.

In case, the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled original bidding documents in **PDF** format via email to tenders@cpstl.lk to reach on or before **1400 hrs. on 03.10.2023**, at their own discretion. The original bid document shall be securely kept to be submitted to the Manager Procurement within a week, however their original bids will be obtained only for the filing purpose, not for verification against the e-bid.

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 **1000 hrs. on 20.09.2023 2023** at the office of Engineering Function, Oil Installation, Kolonnawa. Interested parties who wish to participate in the pre bid meeting shall send their request to email procure@cpstl.lk at or before 1400 hrs. on **19.09.2023**.

Bids will be closed at 1400 hrs. 03.10.2023 and will be opened immediately thereafter at the office of Manager (Procurement). Only one authorized member of respective bidder is allowed to participate /witness the tender opening procedure.

Bid shall be valid until **19.12.2023**.

Bid shall be accompanied by a bid security of **Rs.100,000.00** and shall be valid until **16.01.2024** and beyond any extension subsequently requested.

Any of the interested parties who wishes to submit a bid, shall register himself at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) as per the Public Contracts Act, No. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees **Five million (LKR 5,000,000)**.

Further details and clarifications (if any) shall be sought from the Manager Procurement on **Tel: 011-2572156/ 011- 2547238, Fax: 011-2074299, E-mail: procure@cpstl.lk.**

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

DRAFT

INSTRUCTIONS TO BIDDERS (ITB)

DRAFT

1.1 INTRODUCTION

The Chairman, Department Procurement Committee (Minor), invites National Competitive Bids (NCB) to provide Vehicle Fleet Insurance Cover to **Ceylon Petroleum Storage Terminals Limited (CPSTL)** for a period of One Year (possible to extend, if required by CPSTL), commencing from **01.12.2023** as per the terms and conditions and annexed schedules, complete in every respect.

Lorry tanks (browsers) are installed with GPS monitoring system including neutral gear sensor, running tank fuel sensor facilitating to monitor the movement. (real time and historical)

Alternative offers will not be entertained and rejected at the preliminary evaluation stage.

1.2 ELIGIBILITY CRITERIA

In order to be considered as eligible for bidding, a Bidder must:

- i. Be a registered entity by the Insurance Regulatory Commission of Sri Lanka (IRCSSL).
- ii. Be an established insurance Company in active operations within Sri Lanka for at least Five years
- iii. Possess gross premium on general insurance should not be less than **LKR Two billion** in the last Financial year (2022).
- iv. Possess experience in at least two (02) vehicle fleet insurances done within last Five (05) year period satisfying following requirements.
Such insurances shall be
 - (a) for separate organizations (public or large scale private) which are not within the bidders group of company.
 - (b) with a premium of more than LKR 10 Million.
 - (c) with minimum 150 Nos vehicles in a fleet which comprising at least 100 Nos heavy vehicles (Browsers, Commercial Lorries etc.).

The bidders are required to submit such details along with their bid in accordance with the given format - Annexure C-12 and enclose the copies of contract awarding letters, contract agreements of respective vehicle fleets attested by their legal department as documentary proofs.

The companies which **do not submit required experience** specified in 1.2 v above shall be considered as disqualified and such offers will be rejected.

DOCUMENTARY EVIDENCE IS MANDATORY FOR THE ABOVE ELIGIBILITY CRITERIA.

1.3 CONTENTS OF BIDDING DOCUMENT

Bidding document consists of the following

1. Invitation for Bids
2. Instructions to Bidders
3. Conditions of the Contract
4. Insurance Covers Required
5. Insurance Cover Bid Forms (**Schedule A**)
6. Form of Bid (**Annexure A**)
7. Format of Bid Security (**Annexure B**)
8. Company Profile (**Annexure C**)
9. List of Corporate Clients (**Annexure D**)
10. Format of a Signature Authorization Letter (**Annexure E**)
11. Format of Letter of Authorization (Only for registered agent/broker) (**Annexure F**)
12. Details of Major accident repair Lead time (**Annexure G**)
13. Format of Performance Security (**Annexure H**)
14. Format of Contract Agreement (**Annexure I**)
15. Confirmation on Additional Benefits/Claim Settlement Process (**Annexure J**)
16. Details of Vehicle Fleet of CPSTL as at 17.08.2023 (**Annexure K**)

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.

1.4 ISSUE OF BIDDING DOCUMENTS

Interested parties may refer the bidding document (*only for viewing purpose*) and obtain necessary information through the website www.cpstl.lk and the original Bidding Document could be obtained from the undersigned on submission of a written request (*the request letter shall be signed and issued by an authorized person*), during working days from **0900 hrs. to 1400 hrs. from 14.09.2023 till 02.10.2023**, upon payment of a non-refundable Bidding Document fee of **Sri Lankan Rupees Five Thousand Sri Lankan Rupees (LKR 5,000.00)** for each.

1.5 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION

Bidders shall produce a valid copy of the certificate of incorporation/business registration issued by the respective authority together with the bid.

Any of the following party who wishes to submit a bid, shall register himself at the department of registrar of companies www.eroe.drc.gov.lk (e-roc) as per the public contracts act, no. 03 of 1987 for every public contract value exceeding **Sri Lankan Rupees five million (LKR 5,000,000)**.

an agent, sub-agent, representative or nominee must be registered **prior to the closing of the bid/tender**.

if the tender applicant and the Bidder is the same party he must be registered prior to the award of the Bid.

However, this registration will be verified by CPSTL at the preliminary evaluation of bids. in case of failure to meet this legal requirement, the bid shall be rejected.

Contact details of the registrar: Department of Registrar of Companies, "Samagam Medura", No. 400, D R Wijewardena mawatha, Colombo 10 / tel.: +94-11-2689208 / +94-11-2689209 / email: registrar@drc.gov.lk (contact details may vary from actuals & CPSTL does not take any responsibility in this regard)

1.6 DOCUMENTS AND DETAILS TO ACCOMPANY BID

All bids shall contain adequate particulars in respect of the insurance policy terms offered. Bidders' must furnish all the required documents/details given below for evaluation purposes and failure to furnish any documents/details requested under this section along with the bid will result in the bid being rejected.

- 1.6.1. Original of the General Terms and Conditions of the Contract, each page signed and dated.
- 1.6.2. Original of the Form of Bid, duly completed, signed, stamped and dated.
- 1.6.3. The Insurance Cover Bid Forms to be completed, signed, stamped and dated.
- 1.6.4. The draft Insurance Policy
- 1.6.5. Certified copy of Memorandum and Articles of Association of the Insurer.
- 1.6.6. Certificate of Incorporation or Business Registration
- 1.6.7. Full set of Audited Financial Statements for last 03 years (2020, 2021 &2022).
- 1.6.8. Certified copy of the Certification of valid Registration under the **Insurance Regulatory Commission of Sri Lanka**.
- 1.6.9. Documents requested in General Terms & Conditions
- 1.6.10. **Bid Security**– as per ITB clause 1.20
- 1.6.11 Detailed profile of the Insurance company and/or Registered Agent /Broker
- 1.6.12 Details and documentary proof for minimum of 05 years' Previous experience in the provision of similar policies and giving the names of institutions and the nature of covers etc.
- 1.6.13 Scope of the Agent /Broker including roles and responsibilities, in case of bidder is Agent /Broker company.
- 1.6.14 Signature Authorization Letter – as per ITB 1.11As per the format Annexure E
- 1.6.15 Letter of Authorization from Insurance Company (Applicable only for Agent/Broker Company) – as per ITB 1.21
- 1.6.16 Details of Major accident completion Lead time.
- 1.6.17 List of island wide assessors available in the bidder company and time within which an assessor would attend for inspection after reporting the accident.
- 1.6.19 All other details and documentary requirements under this bid

(Failure to furnish above said documents and details, along with the bid on or before the closing of bid, may result in the bid being rejected. All documents shall be furnished in English language.)

1.7 SCOPE OF INSURANCE COVERS

Ceylon Petroleum Storage Terminals Limited (CPSTL) invites bids for providing the services related to Vehicle Insurance Covers (Direct basis) from eligible, reputed Insurance Service Providers who are registered under the Insurance Regulatory Commission of Sri Lanka (IRC SL) and qualified under criteria as stipulated here in this document, for a period of twelve (12) months commencing 01.12.2023 for the followings:

1. Motor Comprehensive- Private Car Fleet – 29 Nos.
2. Motor Comprehensive- Commercial Lorries & Special Type Vehicles – 180 Nos.
3. Motor Comprehensive- Ambulance – 02 Nos.
4. Motor Comprehensive- Commercial Buses – 09 Nos.
5. Motor Comprehensive- Commercial Dual Purposes Vehicles – 34 Nos.
6. Motor 3rd Parties- Special Type Vehicles – 63 Nos.
7. Contractors Plant & Machinery Insurance (*included in 2 above*) – 19 Nos.
8. Motor Comprehensive- Motor Cycle Fleet – 13 Nos.

1.8 SUBMISSION OF DRAFT INSURANCE POLICIES

The bidder shall submit Draft Insurance Policies along with the bid, indicating all exclusions & condition for the respective Insurance Policy. Amendments after acceptance of awarding of the contract will not be accepted.

1.9 GENERAL

- 1.9.1 Bidders must acquaint themselves fully with the bidding conditions. No plea for lack of information or insufficient information will be entertained at any time.
- 1.9.2 The Bids and any contract resulting there-from shall be governed by and construed according to the laws of Sri Lanka.
- 1.9.3 No Bid shall be considered unless all the conditions laid down in the Bidding Document have been strictly fulfilled.
- 1.9.4 The Language to be used is English and correspondence between the insured person of CPSTL and the Insurer (awarded bidder) shall be in either Sinhala or Tamil as will be applicable for the particular employee insured.
- 1.9.5 There are no known or reported incidents likely to result in a claim except what has been already informed to the Insurer.
- 1.9.6 Policy loss limit as indicated in Insurance Cover Bid Form. Schedule –A
- 1.9.7 Deductible – As specified under Insurance Cover Bid Form. Schedule -A
- 1.9.8 The Insurance cover to be executed between the CPSTL and the successful Bidder shall be as per the cover agreed upon by the CPSTL and the successful bidder.
- 1.9.9 CPSTL reserves the right to terminate the cover with three (03) calendar months' prior notice. The Insurer shall not be entitled to any compensation or damage or loss incurred upon such termination or loss of profit. The balance of proportional premium should be refunded.
- 1.9.10 In the event of an addition/deletion to the number of vehicles within the insured period the premium payable/refundable will be on a pro-rata basis, based on original premium quoted and on the same terms and conditions of the Bid.

1.10 SEALING, MARKING & SUBMISSION OF BID

Bids shall be submitted in duplicates as per the conditions specified in this bidding document. The original & duplicate of the bid shall be placed in separate envelopes marked “**ORIGINAL**” & “**DUPLICATE**”. In the event of any discrepancy between the original and duplicate, the original shall govern. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked “**BID FOR THE PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED-2023/2024- KPR/40/2023 – CLOSING DATE: 03.10.2023**” 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 (Minor) ,
C/o Manager Procurement,
Procurement Function
Ceylon Petroleum Storage Terminals Limited,
01st Floor, New Building,
Kolonnawa, Wellampitiya, Sri Lanka**

If the outer envelope is not sealed and marked as required above, the CPSTL 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.

In case, the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled original bidding documents in **PDF** format via email to tenders@cpstl.lk to reach on or before **1400 hrs. on 03.10.2023**, at their own discretion. The original bid document shall be securely kept to be submitted to the Manager Procurement when requested, however their original bids will be obtained only for the filing purpose, not for verification against the e-bid.

the clarifications can be made through email address procure@cpstl.lk.

1.11 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*). Particulars proving the ownership of the company/ Board of directors shall be submitted along with the Signature Authorization Letter as per the format in Annexure E.

Failure to submit the Signature Authorization Letter 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.

1.12 FORMAT & SIGNING OF BID

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.

Bidders shall number each and every page of the complete bid document and page numbers should be included as reference in the check list in Annexure J.

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.

1.13 AMENDMENTS/ CLARIFICATIONS OF BIDDING DOCUMENT

The Chairman, Department Procurement Committee (DPC (Minor)) reserves the right to issue amendments to the bidding document if and when deemed necessary up to seven (07) days prior to the deadline for submission of bids.

A prospective bidder requiring any clarification regarding the provisions or terminology of the bidding document shall notify the CPSTL in writing by hand or post to the mailing address which is indicated in ITB Clause 1.10 or by email to procure@cpstl.lk, not later than fourteen (14) days prior to the closing date of Bid/tender given in ITB clause 1.15. Similarly, if a bidder feels that any important provision is unacceptable, such objection shall be raised at this stage.

The CPSTL 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 fourteen (14) days prior to the closing date of Bid/tender prescribed by the CPSTL. Copies of the CPSTL'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 seven (07) days prior to the closing of the bid.

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 addresses or email addresses 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.

1.14 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 (MINOR), 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 1.14, 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** - “**BIDS FOR THE PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/ 2024. - KPR/40/2023– CLOSING DATE: “03.10.2023”**”.

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

Bid modifications, substitutions and withdrawal notices shall be sent **to reach** the address which is indicated in ITB Clause 1.10, not later than the deadline for submission of bids.

A withdrawal notice may be sent by email to 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 1.10, 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.

A withdrawal notice also may be sent by email to tenders@cpstl.lk

1.15 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 (Minor)
C/o Manager Procurement
Procurement Function
Ceylon Petroleum Storage Terminals Limited
01st Floor, New Building
Kolonnawa, Wellampitiya
Sri Lanka.

In case the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled bidding documents in PDF format via email to tenders@cpstl.lk to reach on or before 1400 hrs. on 03.10.2023, subject to following conditions.

1. Submission of the bid via email is at own discretion of the bidder.
2. The title and the closing date of the tender shall be indicated as the subject of the email.
3. Size of an email (with attachment) shall be limited to the maximum of 20 MB. In case the size of an attachment exceeds 20 MB, the bidder is requested to split the attachments and send as separate emails (i.e. 01 of 03, 02 of 03 etc.,).
4. Do not CC/BCC to any other official/personal email IDs of CPSTL staff. Bids sent to any other email IDs are strictly not entertained.
5. However, the original bid shall be sent to CPSTL prior to finalize the technical evaluation.

Bids will be closed **at 1400 hrs. on 03.10.2023.**

1.16 DEADLINE FOR SUBMISSION OF BIDS

The Chairman, DPC (Minor) shall receive bids at the address specified under ITB Clause 1.10 not later than the time and date stipulated. The Chairman, DPC (Minor) may at his discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations are with the CPSTL and the bidders will thereafter be subjected to the deadline as extended.

1.17 LATE BIDS

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

1.18 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
01st Floor, New Building
Oil Installation
Kolonnawa, Wellampitiya
Sri Lanka.

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 (Minor), will open the bids in the presence of the only one authorized representative of the bidders, who choose to attend at the time on the date and at the opening place specified above. Authorized representatives of the bidder's 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.

1.19 MINIMUM VALIDITY PERIOD OF BIDS

All bids shall necessarily be valid for acceptance **minimum until 19.12.2023**. 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 (Minor) as non-responsive.**

All prices indicated in the schedules of prices, Schedule “A” shall be firm & shall not be subject 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 (MINOR) 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 otherwise 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 1.20 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.

1.20 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,

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

1.20.2 in the form of a bank guarantee issued by a recognized commercial bank operating in Sri Lanka, or

1.20.3 in the form of a cash deposit to the CPSTL Cashier **for a sum of Sri Lankan Rupees 100,000.00 (One Hundred Thousand Sri Lankan Rupees)**

The bank in Sri Lanka shall be a commercial bank operating in Sri Lanka with the authority of a license issued by the Monetary Board. (Central Bank of Sri Lanka)

The bid security shall be unconditionally en-cashable on demand by CPSTL and shall be valid **minimum until 16.01.2024**.

In case of a bank guarantee, it shall be furnished without a substantial departure to the format given in Annexure “B”.

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 (in case of bank guarantee) provided will result in the bid being rejected.

In exceptional circumstance, prior to expiry of the period of validity of the bid, the DPC (MINOR)

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 1.20. 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.

1.21 LETTER OF AUTHORIZATION FROM INSURANCE COMPANY

Bids from the registered agent/broker representing Insurance Company, will not be considered unless they hold the Letter of Authorization from the Insurance company, empowering the authorized agent/broker to bid 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 Letter of Authorization - Annexure “F” is attached.

In the event that the bidder is a registered insurance company, the Letter of Authorization is not required. *(if applicable)*.

If the bidder is the registered agent/ broker, he shall furnish the Letter of Authorization from the registered Insurance company as per the format Annexure “F”. *(if applicable)*.

Failure to submit the Letter of 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/broker after the submission of bid will not be valid and the name of the declared registered insurance company will not be changed at any time.

1.22 INSURANCE COVER BID FORMS (SCHEDULES OF PREMIUM)

The Bidder is required to duly sign and return the Insurance Cover Bid Forms– marked **Schedule A to Schedule H** indicating their bids in detail.

Schedule of offered premiums shall be in the form of Summary of Insurance Cover Bid Forms (Schedule of Premiums) - marked **Schedule “I”** given in the bidding document and the bidder is required to duly fill, sign and return the same-

Bids not submitted on the prescribed form and in the manner required will be rejected.

1.23 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 duly filled & signed Form of Bid along with the bid at or before the closing time and date of the Bid/Tender and in accordance with above said requirements and in the formats provided, shall result in the bid being rejected.

1.24 PRELIMINARY EXAMINATION OF BIDS

The DPC (Minor) 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 (Minor) 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 (Minor) by Fax/Email on the bid made by them at the evaluation stage of bids. Failure to response for these queries will be subject to rejection of bid.

1.25 CORRECTION OF ERRORS

Bids determined to be substantially responsive will be checked for any arithmetical error and errors will 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 (Minor) 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 does not accept the correction of errors, his bid shall be disqualified and his bid
- f) Security may be forfeited.

1.26 EVALUATION OF BIDS

The DPC (Minor) will carry out a detailed evaluation of the bids to determine whether the technical aspects are properly addressed, and the Bids are substantially responsive based on the following.

1.26.1 Eligibility, financial position and the technical capability of the insurance provider

{Refer Instructions to Bidders - Clause 1.6.7 & 1.6.8}

1.26.2 Lowest acceptable premium quoted within the given deductible range in the Insurance Cover_Bids forms.

All offers received will be examined to determine the eligibility of bidders' responded and substantial responsiveness of bids received. Only the bids determined to be substantially responsive will be evaluated and compared. Award will be made to the lowest substantial responsive evaluated bid. Incomplete bids will be rejected.

1.27 POWER TO ACCEPT OR REJECT BIDS

The DPC (Minor) will not be bound to make the award to the bidder submitting the lowest bid. The DPC (Minor) reserves the right to reject any or all bids, or any part thereof without assessing any reasons.

1.28 AWARDING CRITERIA

On a Bid or any part thereof being accepted, the CPSTL will notify such acceptance to the bidder in the form of a letter of award to the address given by him whose bid or part thereof has been accepted.

Upon such notification the successful bidder shall be deemed to have entered into contract with the CPSTL in the performance of the services for which his bid was accepted, on the basis of his bid and he shall there upon be deemed to be the contractor for the performance of the services.

If the successful contractor fails to enter into a formal contract with CPSTL within seven (7) days of notice as indicated above, his name will be placed on the list of defaulting contractors and the Company shall forthwith be entitled in its absolute discretion to make with such other person as it may think fit (whether with another bidder or not) at the risk and expense of the successful bidder, the arrangements required for the execution of the Contract for which the successful bidder's Bid shall have been accepted and shall be further entitled to recover from the successful Bidder all losses, costs, damages and expenses which the Company may sustain in consequence of such failure. The Bidder shall be also forfeited the Bid Security furnished by him along with the bid at the time of bidding.

1.29 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 (Minor) decision. Any change of the mailing address of the bidder shall be promptly notified to the Manager Procurement, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya, Sri Lanka.

02. CONDITIONS OF CONTRACT (COC)

2.1 SCOPE OF CONTRACT

The scope of insurance to be provided shall include following policies,

1. Motor Comprehensive- Private Car Fleet – 29 Nos.
2. Motor Comprehensive- Commercial Lorries & Special Type Vehicles – 180 Nos.
3. Motor Comprehensive- Ambulance – 02 Nos.
4. Motor Comprehensive- Commercial Buses – 09 Nos.
5. Motor Comprehensive- Commercial Dual Purposes Vehicles – 34 Nos.
6. Motor 3rd Parties- Special Type Vehicles – 63 Nos.
7. Contractors Plant & Machinery Insurance (*included in 2 above*) – 19 Nos.
8. Motor Comprehensive- Motor Cycle Fleet – 13 Nos.

The insurance company shall provide insurance covers for all the policies in full for one-year period.

2.2 EXECUTION OF CONTRACT

The finalized insurance policies shall be fully effective once the contract is awarded and signed the agreement. The selected insurance company shall comply the following requirements.

- 1) CPSTL reserves the right to attend to the accident repairs by CPSTL owned garage, local agent or any other place as decided by the management.
- 2) The claims lodged shall be honored within the contract period and even after the expiration of contract period.
- 3) CPSTL reserves the right to recover any losses incurred from the performance security in the event the insurance company defaults in execution of contract.

2.3 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 shall be,

- 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 guarantee issued by a recognized commercial bank operating in Sri Lanka, or
- iii) in the form of a cash deposit to the CPSTL Cashier **for a minimum sum equivalent to 10% of the total Contract value (inclusive of taxes) of the accepted bid in Sri Lankan Rupees (LKR).**

The bank in Sri Lanka shall be a commercial bank operating in Sri Lanka with the authority of a license issued by the Monetary Board. (Central Bank of Sri Lanka)

In case of a bank guarantee, it shall be furnished without a substantial departure to the format given in Annexure H.

If the successful bidder fails to furnish the performance security as aforesaid, his name shall be placed in the list of defaulting bidders. 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 en-cashable on demand by CPSTL and **shall be valid for a period Fourteen (14) months from date of the confirmation of award**

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 delivery schedule.

2.4 CONTRACT AGREEMENT

The successful bidder would be called upon to enter into an agreement with CPSTL after awarding the Bid. The contract shall be signed within seven (07) days from the date of Letter of Acceptance. A specimen of Contract Agreement is attached as per Annexure "I".

In case, the DPC (Minor) accepts the bid of registered agent/broker as per the evaluation criteria in the ITB 1.26, the contract agreement shall be signed by registered Insurance Company and the purchase order will be placed to same party.

2.5 MODE OF PAYMENT

Total premium shall be paid in Sri Lankan Rupees within 30 days, only after the signing the agreement and successful activation of insurance policies in line with CPSTL requirements.

2.6 DEFAULTS BY SUCCESSFUL BIDDER

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

If the successful bidder, defaults in the service or otherwise commits a breach of any of the provisions in the contract with CPSTL, for the service 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 bidders and be precluded from having any concern in CPSTL tenders.

2.7 DISPUTES

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of The Democratic Socialist Republic of Sri Lanka.

2.8 FURTHER INFORMATION

Any other information or clarification required could be obtained from the Manager Procurement, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya, Sri Lanka on any working day, between 0900 hrs. and 1600 hrs. Sri Lanka local time (GMT+5.30) before the closing date of the bid.

Telephone : +94-11-2572156/ +94-11-5750764
Facsimile : +94-11-2572155
Email : procure@cpstl.lk

The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa, Wellampitiya
Sri Lanka.

DRAFT

03. REQUIRED INSURANCE COVERAGE

3.1 GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Definitions and Interpretations

- 1.1 Insured - Ceylon Petroleum Storage Terminals Limited(CPSTL)
- 1.2. Accident - An unforeseen or untoward event or occurrence which is not expected from the standpoint of its victim. The main purposes of the word appear to be the desire to safeguard insurers from losses lacking a fortuitous element or an event or occurrence deliberately engineered by the insured, which are clearly not intended to be covered.
- 1.3 Bodily injury or Death - Partial disablement or total disablement/death arising out of the accident
- 1.4. Contract - Means the Instructions to the Bidders, General Terms and Conditions of the Contract, Insurance Cover Bid forms, Form of Bid, Premium, Discounts, Bid Security, Letter of Acceptance, Agreement, Letter of award.

Conditions:

1. There are no known or reported losses or incidents likely to result in a claim except what has been already informed to the Insurance Company.
2. Business Interruptions and Machinery Breakdown covers are excluded.
3. The Successful Insurer should agree to indemnify the insured any loss included against the risk covered.
4. The Insurance cover to be executed between the CPSTL and the successful Bidder shall be as per the cover agreed upon by the CPSTL. New policy period will begin from the expiry date of the existing cover.
5. CPSTL reserves the right to terminate the cover with one calendar months' notice. The Insurer shall not be entitled to any compensation or damage or loss incurred upon such termination or loss of profit. The proportional premium should be refundable.
6. In the event of an addition to the insured value with the insured period the premium payable for the addition will be on a pro-rata basis, based on original premium quoted and on the same terms and conditions of the Contract.
7. The premium inclusive of taxes of the cover will be paid in full within 30 days, only after the

signing agreement and successful activation of insurance policy in line with CPSTL requirements.

8. Approval for minor accidents (time for repair is less than seven days) shall be given within 24 hours after reporting the incident and approval for major accidents (time for repair is seven days or more) shall be given within 30 days after reporting the incident with salvage items, excess amounts etc.
9. The claim recovery period for major accidents shall be 12 months.
10. After repair inspection services shall be provided during working days (Monday to Friday) and Saturdays through out the coverage period (one year) from 0730 hrs. to 1830 hrs.
11. Handing over the salvage items of outside garage repairs shall be arranged with the repair garage and CPSTL is not responsible for handing over such items.
12. SMS alert facility shall be provided to the CPSTL accident officer for information when an accident is reported.
13. Claims below Sri Lankan Rupees 25,000.00 could be handled by CPSTL.

2. General

1. Bidders must acquaint themselves fully with the conditions of the Bid. No plea for lack of information or insufficient information will be entertained at any time.
2. The valuation of vehicles included in the bidding document shall be accepted by the Insurer and if there are any undervalued vehicles that shall be informed to CPSTL well in advance before closing of the tender.
3. The Bids and any contract resulting there- from shall be governed by and construed according to the laws of Sri Lanka.
4. No Bid shall be considered unless all the conditions laid down in the document have been strictly fulfilled.
5. No interest shall be paid on any Bid Security.
6. Language - The Language to be used is English and correspondence between the insured and the insurer shall be in English.

Chairman

Department Procurement Committee (Minor)

Ceylon Petroleum Storage Terminals Limited

3.2 INSURANCE COVER BID FORMS

Schedule A

The Insurance Covers Required & Bid Forms

Insured	Ceylon Petroleum Storage Terminals Limited
Class	Motor Comprehensive (Full insurance) – Private Car Fleet
	Car - 10 Nos
	Jeep - 03 Nos
	Three Wheeler - 16 Nos
Period	One Year effective from 01.12.2023
Interests/Insured value	please refer the attachment for vehicle details including estimated market values
Cover required	Riot & Strike Flood & Natural Perils Terrorism Theft of Parts Airbag Cover (please refer Note 1) Special Windscreen Cover (please refer Note 2) Personal Accident Benefit to passengers – Rs 1,000,000/= each in respect of private cars for Rs 500,000/= for three wheelers (driver, driving seat and all passengers) Medical expenses – limit Rs 5,000/= Increased towing charges – limit Rs 15,000/= Workmen's compensation for employee driver
Compulsory Condition	Waive off the owner's contribution in respect of replacement of Parts.

NOTE 1

Airbag Cover Value (brand-new replacements by the authorized agent)

(1) BMW (7 SERIES), (2) BMW (5 SERIES), (3) Nissan X Trail, (4) Montero Jeep

NOTE 2

Special Windscreen Cover Value (brand-new replacements by the authorized agent)

(1) BMW (7 SERIES), (2) BMW (5 SERIES), (3) Nissan X Trail, (4) Montero Jeep

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike	:-----
Flood & Natural Perils	:-----
Terrorism	:-----
Theft of Parts	:-----
Airbag Cover	
BMW	:-----
X Trail	:-----
Montero Jeep	:-----
Total Airbag Cover	:-----
Special Windscreen Cover	
BMW	:-----
X Trail	:-----
Montero Jeep	:-----
Total Special Windscreen Cover	:-----
Personal Accident Benefit to passengers	:-----
Increased towing charges	:-----
WCI for employee driver	:-----
Other Charges	:-----
Total Annual Premium without VAT	:-----
SSCL 2.5% (if applicable)	:-----
VAT 15%	:-----
Total Annual Premium with VAT	:-----

Total Annual Premium In words

VAT Registration No.

.....
SIGNATURE OF BIDDER

Insured	Ceylon Petroleum Storage Terminals Limited																								
Class	Motor Comprehensive Commercial (Full insurance) – Lorries & special type vehicle																								
	<table> <tr> <td>Tank Lorry</td> <td>-</td> <td>115 Nos</td> </tr> <tr> <td>Lorry Tank Tractor</td> <td>-</td> <td>27 Nos</td> </tr> <tr> <td>Lorry Tank Trailer</td> <td>-</td> <td>24 Nos</td> </tr> <tr> <td>Half Lorry</td> <td>-</td> <td>02 Nos</td> </tr> <tr> <td>Crane</td> <td>-</td> <td>04 Nos</td> </tr> <tr> <td>Fire Truck</td> <td>-</td> <td>04 Nos</td> </tr> <tr> <td>Wrecker /Tow Truck</td> <td>-</td> <td>01 Nos</td> </tr> <tr> <td>Gulley Emptier</td> <td>-</td> <td>03 Nos</td> </tr> </table>	Tank Lorry	-	115 Nos	Lorry Tank Tractor	-	27 Nos	Lorry Tank Trailer	-	24 Nos	Half Lorry	-	02 Nos	Crane	-	04 Nos	Fire Truck	-	04 Nos	Wrecker /Tow Truck	-	01 Nos	Gulley Emptier	-	03 Nos
Tank Lorry	-	115 Nos																							
Lorry Tank Tractor	-	27 Nos																							
Lorry Tank Trailer	-	24 Nos																							
Half Lorry	-	02 Nos																							
Crane	-	04 Nos																							
Fire Truck	-	04 Nos																							
Wrecker /Tow Truck	-	01 Nos																							
Gulley Emptier	-	03 Nos																							
Period	One Year effective from 01.12.2023																								
Interests/Insured value	Please refer the attachment for vehicle details including estimated market values																								
Covers	<p>Riot & Strike</p> <p>Flood & Natural Perils</p> <p>Terrorism</p> <p>Third Party Property Damage – Rs 2,500,000/=</p> <p>Theft of Parts</p> <p>Towing charges – Rs 15,000/=</p> <p>Workmen’s Compensation to Driver & Cleaner</p> <p>Personal Accident Cover for driver & cleaner (limit – Rs 2,000,000/= per person)</p>																								
Compulsory Condition	Waive off the owner’s contribution in respect of replacement of Parts																								

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike :-----

Flood & Natural Perils :-----

Terrorism :-----

Third Party Property Damage :-----

Theft of Parts :-----

Towing charges :-----

Workmen's Compensation cover :-----

Personal Accident cover :-----

Other Charges :-----

Total Annual Premium without VAT :-----

SSCL 2.5% (if applicable) :-----

VAT 15% :-----

Total Annual Premium With VAT :-----

Total Annual Premium in words

VAT Registration No.

.....
SIGNATURE OF BIDDER

Schedule C

Insured	Ceylon Petroleum Storage Terminals Limited
Class	Motor Comprehensive Commercial (Full insurance) – Ambulance Private/official use
	Ambulance - 02 Nos
Period	One Year effective from 01.12.2023
Interests/Insured value	Please refer the attachment for vehicle details including estimated market values
Covers	Riot & Strike Flood & Natural Perils Terrorism Third Party Property Damage – Rs 2,500,000/= Theft of Parts Towing charges – Rs 15,000/= Passenger liability Workmen’s Compensation to Driver & Cleaner Personal Accident Cover for driver & cleaner (Limit Rs1,000,000/= per person)
Compulsory Condition	Waive off of owner’s contribution in respect of replacement of Parts

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike	:-----
Flood & Natural Perils	:-----
Terrorism	:-----
Third Party Property Damage	:-----
Theft of Parts	:-----
Towing charges	:-----
Workmen's Compensation cover	:-----
Personal Accident cover	:-----
Other Charges	:-----
Total Annual Premium without VAT	:-----
SSCL 2.5% (if applicable)	:-----
VAT 15%	:-----
Total Annual Premium with VAT	:-----

Total Annual Premium In words

VAT Registration No.

.....

SIGNATURE OF BIDDER

Schedule D

Insured	Ceylon Petroleum Storage Terminals Limited
Class	Motor Comprehensive Commercial (Full insurance) – Buses– Private/official Use Buses - 09 Nos
Period	One Year effective from 01.12.2023
Interests/Insured value	Please refer the attachment for vehicle details including estimated market values
Covers	Riot & Strike Flood & Natural Perils Terrorism Third Party Property Damage – Rs 2,500,000/= Theft of Parts Towing charges – Rs 15,000/= Workmen’s Compensation to Driver & Cleaner Personal Accident Cover for driver & cleaner (Limit Rs 1,000,000/= per person) Personal Accident Cover for passenger (Limit Rs1,000,000/= per person)
Compulsory Condition	Waive off of owner’s contribution in respect of replacement of Parts

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike :-----

Flood & Natural Perils :-----

Terrorism :-----

Third Party Property Damage :-----

Theft of Parts :-----

Towing charges :-----

Workmen's Compensation cover :-----

Personal Accident cover – driver/cleaner :-----

Personal Accident cover – passengers :-----

Other Charges :-----

Total Annual Premium without VAT :-----

SSCL 2.5% (if applicable) :-----

VAT 15% :-----

Total Annual Premium with VAT :-----

Total Annual Premium In words

VAT Registration No.

.....
SIGNATURE OF BIDDER

Insured Ceylon Petroleum Storage Terminals Limited
 Class **Motor Comprehensive Commercial (Full insurance) –Dual Purpose Fleet – Private/official Use**

Crew Cab	-	04 Nos
Van	-	03 Nos
Double Cab	-	14 Nos
Single Cab	-	13 Nos

Period One Year effective from 01.12.2023

Interests/Insured value Please refer the attachment for vehicle details including estimated market values

Covers
 Riot & Strike
 Flood & Natural Perils
 Terrorism
 Third Party Property Damage – Rs 2,500,000/=

Theft of Parts
 Towing charges – Rs 15,000/=

Workmen’s Compensation to Driver & Cleaner
 Personal Accident Cover for driver & cleaner
 (Limit Rs1,000,000/= per person)
 Personal Accident Cover for passenger
 (Limit Rs1,000,000/= per person)

Compulsory Condition Waive off of owner’s contribution in respect of replacement of Parts

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike	:-----
Flood & Natural Perils	:-----
Terrorism	:-----
Third Party Property Damage	:-----
Theft of Parts	:-----
Towing charges	:-----
Workmen's Compensation cover	:-----
Personal Accident cover – driver/cleaner	:-----
Personal Accident cover – passengers	:-----
Other Charges	:-----
Total Annual Premium without VAT	:-----
SSCL 2.5% (if applicable)	:-----
VAT 15%	:-----
Total Annual Premium with VAT	:-----

Total Annual Premium In words

VAT Registration No.

.....
SIGNATURE OF BIDDER

Insured Ceylon Petroleum Storage Terminals Limited

Class Motor Third Party – Special type of vehicles

- Fork Lift - 07 Nos
- Tractor - 07 Nos
- Tractor Trailer - 07 Nos
- Hand Tractor - 02 Nos
- Motor Cycle - 40 Nos

Period One Year effective from 01.12.2023

Interests Please refer the attachment for vehicle details including estimated market values

Covers Third Party Property Damage – Rs 2,500,000/=

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Third Party Property Damage :-----

Other Charges :-----

Total Annual Premium without VAT :-----

SSCL 2.5% (if applicable) :-----

VAT 15% :-----

Total Annual Premium with VAT :-----

Total Annual Premium In words

VAT Registration No.

.....
SIGNATURE OF BIDDER

Insured Ceylon Petroleum Storage Terminals Limited

Class Contractors' Plant and Machinery Insurance (Full insurance)

Crane	-	04 Nos
Fire Truck	-	04 Nos
Wrecker /Tow Truck	-	01 Nos
Gulley Emptier	-	03 Nos
Fork Lift	-	07 Nos

Period One Year effective from 01.12.2023

Interests/insured value Please refer the attachment for details of plant & machinery to be covered together with replacement value of same

Covers Standard Plant All Risks cover

Additional Covers

1. SRCC
2. Terrorism
3. Theft of parts
4. Cover for damages caused to the vehicle whilst on public roads on its own power
5. Cover for 3rd party liabilities for a limit of Rs2,500,000/= whilst used as tool of trade

Compulsory Condition Waive off of owner's contribution in respect of replacement of parts

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Third Party Property Damage	:	-----
Other Charges	:	-----
Total Annual Premium without VAT	:	-----
SSCL 2.5% (if applicable)	:	-----
VAT 15%	:	-----
Total Annual Premium with VAT	:	-----

Total Annual Premium In words

.....
SIGNATURE OF BIDDER

Insured Ceylon Petroleum Storage Terminals Limited

Class Motor Comprehensive – Motorcycles Fleet (Full insurance) – Private and Official use

Motor cycles - 13 Nos

Period One Year effective from 01.12.2023

Interests/Insured value Please refer the attachment for vehicle details including estimated market values

Covers
 Riot & Strike
 Flood & Natural Perils
 Terrorism
 Theft of parts
 Third Party Property Damage – Rs 300,000
 Personal Accident – (limit Rs 500,000 rider and pillion rider)
 Workmen’s compensation cover for rider and pillion rider

Compulsory Condition Waive off of owner’s contribution in respect of replacement of parts

Important: If there is any deviation to the above conditions, such details to be attached along with the bid.

Annual Premium

Basic Premium

Riot & Strike	:-----
Flood & Natural Perils	:-----
Terrorism	:-----
Thrift Of parts	:-----
Third Party Property Damage	:-----
Personal Accident cover	:-----
Workmen’s compensation cover	:-----
Other Charges	:-----
Total Annual Premium without VAT	:-----
SSCL 2.5% (if applicable)	:-----
VAT 15%	:-----
Total Annual Premium with VAT	:-----

Total Annual Premium In words :.....

VAT Registration No.

SIGNATURE OF BIDDER

3.3 SUMMARY OF INSURANCE COVER BID FORMS

	<i>Insurance Cover</i>	<i>Annual Premium in LKR (without tax)</i>
1.	Motor Comprehensive (Full insurance)- Private Car Fleet as per the schedule A	
2.	Motor Comprehensive (Full insurance)- Commercial Lorries & Special Type Vehicles as per the schedule B	
3.	Motor Comprehensive (Full insurance) - Ambulance as per the schedule C	
4.	Motor Comprehensive (Full insurance)- Commercial Buses as per the schedule D	
5.	Motor Comprehensive (Full insurance) - Commercial Dual Purposes Vehicles - as per the schedule E	
6.	Motor Third Party – Special type of vehicles - as per the schedule F	
7.	Contractors Plant & Machinery Insurance (Full insurance) as per the schedule G	
8.	Motor Comprehensive – Motorcycles Fleet (Full insurance)– as per the schedule H	
9.	Total Premium excluding Other Charges (if any) and VAT	
10.	Other Charges (if any)	
11.	Total Premium excluding VAT – [TOTAL CARRIED TO "FORM OF BID"]	
12.	Add 15 % VAT	
13.	Total Premium including VAT	

Total premium (In words) (Without taxes)

Details of the Bidder

Name of the Bidder :

Address :

.....

Telephone / Facsimile :

E-mail :

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

(Seal)

ANNEXURES

FORM OF BID

Bid Forms Issued to:

Chairman
Procurement Committee
Ceylon Petroleum Storage Terminals Ltd.
Kolonnawa

**PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON
PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024**

We having examined and understood the content of instructions to Bidders, General Terms and Conditions of Bid forming part of the above Bid, along with Insurance Cover Bid Forms thereto, do hereby undertake to provide the policies referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid Price without VAT as per the **SCHEDULE – I**

(in figures)

(in words)

The makeup of the aforesaid total Bid Price is given in the accompanying insurance Cover Bid Forms.

We understand that CPSTL is not bound to accept the either in part or in full and that the CPSTL has the right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Bank Guarantee for SLR _____ favoring CPSTL issued by _____, _____ Branch, with our offer.

We confirm that this offer shall be open for acceptance until **19.12.2023** and that the same shall not be withdrawn or revoked prior to that date.

We confirm that we have attach the following documents as per clause 3 of Instructions to Bidders document.

Our contact for the purpose of this Bid, and the contract, if awarded to us is

Name:

Designation :

Telephone :

E-mail:

Fax No. :

.....

SIGNATURE OF BIDDER

NAME AND ADDRESS OF BIDDER

FORM OF BID SECURITY

PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024

Beneficiary: - CEYLON PETROLEUM STORAGE TERMINALS LIMITED

SECURITY NUMBER: **DATE:**

SUM GUARANTEED:

To:
Chairman
Department Procurement Committee (Minor)
Ceylon Petroleum Storage Terminals Limited
C/o Procurement Manager
1stFloor,
New Building
Kolonnawa Installation Kolonnawa
SriLanaka

Dear Sir,

By this Security we

.....
(Hereinafter called "the Bidder") and we
..... (Name of Bank) whose registered

Office is at
(Hereinafter called "the Surety") are held and firmly bound into

..... (Hereinafter called "the Authority") in the sum of
SLR..... for the payment of which sum the Bidder and the Surety
bind themselves their Successors and assigns jointly and severally by these present.

Whereas the Authority has invited the Bidder and other persons to complete contract in similar terms for the supply of.....and works associated (hereinafter called "the Contract") in accordance with such invitation, the Bid Security shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Contract in accordance with the following conditions.

Now the conditions of this Security are:

- (a) that it shall remain in force and effect until
 - (i) **16.01.2024** from Submission date **03.10.2023**, the date stipulated by the Authority for the submission of Bids, or any prolongation of such date above notified to the Authority by the Bidder and the surety in writing or
 - (ii) In the event of the Bid being accepted by the Authority, the date upon which the Bidder provides a formal agreement to provide such services to the Authority in accordance with the terms of the contract thereby made between them.

- (b) Subject to this Security being in full force and effect, the Surety shall pay the Full amount specified in this Security upon receipt of first written demand from the Authority stating that
 - (i) The Bidder has withdrawn his Bid during the Bid validity period, or
 - (ii) The Bidder has failed to provide a formal agreement to provide such services to the Authority in accordance with the terms of the contract thereby made between them.

No alteration in the terms of the Bid, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Bid on the part of the Authority, nor any objection from the Bidder shall in any way release the Surety from any liability under this Security.

The benefit of this Security shall not be assignable by the authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Security shall be governed by the laws of Sri Lanka. I executed as a Date this () day of () 2023 ()

For and on behalf of the Bidder for and on behalf of the Surety

.....

Signed by..... Signed by.....

In the capacity of..... In the capacity of.....

And by..... And by.....

In the capacity of..... In the capacity.....

Seal (where applicable)

Seal (where applicable)

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

**PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON
PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024**

COMPANY PROFILE

01. NAME OF BIDDER :
02. ADDRESS :
03. TELEPHONE NO(S) :
04. Date of Registration of the Company:
05. Year of Commencement of Business:
06. IRC SL Registration Year and Reference:
07. Name Designation and Contact Details of Authorized person / Contact Person

08. Financial Status of the Company (Not of Group Companies)

PERIOD	TURNOVER	PROFIT AFTER TAX
2022		
2021		
2020		
2019		
2018		

(Audited Statement of Accounts shall be attached)

09. VAT Registration No:

10. Brief description of main business activities:

11. Brief Note on Technical Competency of the Bidder to provide the services requested:

12. DETAILS OF INSURANCE SERVICES PROVIDED TO OTHER CLIENTS FOR SIMILAR COVERS

S/No	NAME OF CLIENTS	YEAR	VALUE OF POLICY (RS. MN.)	POLICY DESCRIPTION	TOTAL NUMBER OF VEHICLES INSURED	NUMBER OF HEAVY VEHICLES INSURED	CONTACT DETAILS OF CUSTOMER (person's name, general and mobile contact nos.)
1							
2							
3							
4							
5							

We enclose the copies of a Awarding letters, contract agreement of respective vehicle fleets attested by the legal department as documentary proofs.

Authorized Signature:

.....

Seal

Name:

LIST OF CORPORATE CLIENTS

1.

2.

3.

4.

5.

6.

7.

.....
Signature of Bidder

Official Seal

DRAFT

FORMAT OF SIGNATURE AUTHORIZATION

[The Bidder shall fill this Form in accordance with the instructions indicated. This letter of signature authorization shall be on the letterhead of the bidder and shall be signed by the Proprietor/Partner(s)/Chairman/ Director(s) of the company and affixed by the common seal of the company. Particulars proving the ownership of the company/ Board of directors shall be submitted along with this Signature Authorization Letter]

Date: *[insert date]*.

Name of Tender: **PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024**

Bid Ref KPR/40/2023

To: The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Procurement Function
Ceylon Petroleum Storage Terminals Limited
01stFloor, New Building, Oil Installation
Kolonnawa, Wellampitiya
Sri Lanka.

WHEREAS

We, *[insert complete name of the bidder]*, having registered office at.....*[insert full address of the bidder]*, do hereby authorize following person to represent the company in submitting the bid for **PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024**, and if successful, to sign the respective agreement/contract, and to subsequently negotiate, with CPSTL.

Name *[insert name of the authorized person to sign the bid/contract]*

.....

Signature *[insert signature of the authorized person who sign the bid/contract]*

Designation *[insert designation of the authorized person who sign the bid/contract]*

Name of the (Proprietor/Partner/Chairman/Director)

Designation :

Signature :

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

FORMAT OF LETTER OF AUTHORIZATION

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

Date: [insert date]

Name of Tender: PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024

Bid Ref KPR/40 /2023

To: The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Procurement Function
Ceylon Petroleum Storage Terminals Limited
01st Floor, New Building, Oil Installation
Kolonnawa, Wellampitiya
Sri Lanka.

WHEREAS

We [insert complete name of Registered Insurance Company],
having registered office at.....[insert full address of Insurance company], do hereby
authorize [insert complete name of authorized agent/broker] to submit a bid for
the purpose of PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT
CEYLON PETROLEUM STORAGE TERMINALS LIMITED - 2023/2024, and to subsequently
negotiate.

hereby confirm the service offered as per the General Terms and Conditions and conforming to service
contract required 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 Insurer]

Address

[insert the address of the Insurer]

.....
.....

Company Seal (Rubber Stamp)

Date:

DETAILS OF MAJOR ACCIDENT REPAIR LEAD TIME

.....
Signature of Bidder

Official Seal

DRAFT

FORMAT OF PERFORMANCE SECURITY

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
 [insert (by issuing agency) issuing agency's name and address of issuing branch or office]

Date: [insert (by issuing agency) date]

PERFORMANCE GUARANTEE NO: [Insert (by issuing agency) number]

Beneficiary: -CEYLON PETROLEUM STORAGE TERMINALS LIMITED

We have been informed that [insert (by issuing agency) name of Contractor/Supplier] (hereinafter called "the Contractor") has entered into Contract No..... [insert (by Issuing agency) reference number of the contract] dated..... [Insert (by issuing agency) date of the contract] with you, for the..... Construction/Supply/Service [select appropriately] of [insert (by issuing agency) 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..... [insert (by issuing agency) name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert (by issuing agency) amount in figures] (.....) [insert (by issuing agency) 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 the..... day of ,2023 [Insert (by issuing agency) date, twelve (12) months from date of the confirmation of award] and any demand for payment under it must be received by us at this office on or before that date.

.....

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

CONTRACT AGREEMENT

CONTRACT AGREEMENT BETWEEN CEYLON PETROLEUM STORAGE TERMINALS LIMITED (CPSTL) AND M/s. ----- FOR PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED 2023 /2024- BID REF NO: -----

This contract agreement is made and entered into this ----- between the Ceylon Petroleum Storage Terminals Limited incorporated under the provisions of the conversion of public corporation or Government owned business undertaking in to public companies Act No.23, of 1987 and Companies Act No.07 of 2007, having its registered office at Oil Installation, Kolonnawa, Sri Lanka (*hereinafter called and referred to as the "CPSTL" which terms of expression as herein used shall where this contexts requires and admits mean & include the said Ceylon Petroleum Storage Terminals Limited & its successors & assigns*) as one part and M/s ----- (*hereinafter called the "Service Provider" which terms of expression as herein used shall where this context so requires and admits mean & include the said M/s ----- & its successors & assigns*) as the other part.

WHEREAS CPSTL invited bids for **PROCUREMENT OF INSURANCE COVER FOR THE VEHICLE FLEET AT CEYLON PETROLEUM STORAGE TERMINALS LIMITED 2023 / 2024** under the **Bid Ref No: xxxxx** (*hereinafter called and referred to as "the Contract"*) and has accepted a bid by the Service Provider for the supply of such Contract in the total sum of **Rs. xxxxxxxx + VAT (Rs. xxxxxxxx)** (*hereinafter called and referred to as "the Total Premium"*), and the remedying of any defects therein.

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 CPSTL and the Service Provider, and each shall be read and construed as an integral part of the Contract:
 - i. This Contract agreement
 - ii. Contract Data
 - iii. Conditions of Contract
 - iv. Insurance Requirements (including Schedule of Requirements and Insurance Coverage)
 - v. The Service Provider's Bid and original Price Schedules
 - vi. The CPSTL's Notification of Award
 - vii. Clarification and responses of bid
 - viii. Negotiation memo (if any)

Cont.

3. This Contract shall prevail overall 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 CPSTL to the Service Provider as here in after mentioned, the Service Provider hereby covenants with the CPSTL to provide the Services and to remedy defects therein in conformity in all respects with the provisions of theContract.
5. The CPSTL hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Total Premium as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

INWITNESS where of the parties here to 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 Service Provider

For and on behalf of CPSTL

.....

.....

Authorized Signature of the
ServiceProvider

Authorized Signature of

(SEAL)

CPSTL (SEAL)

In the presences of witness:

1. Name &NIC No :.....

Signature :.....

Address :.....

2. Name &NIC No :.....

Signature :.....

Address :.....

Confirmation on Additional Benefits/Claim Settlement Process

Item No.	Description	Yes	No
1	Waive off the owner's contribution on replacement of parts.(if any deviation please attach particulars)		
2	Scrutinizing of final bills/invoices submitted for replacement of parts by the insurer and adjust amounts stated in final bills/invoices		
3	Requirement of after repair inspection when vehicles are repaired at relevant agents		
4	Confirmation of the repair approval within 24 hours of inspection of the vehicle		
5	Requirement of an estimate when the damages are inspected at the site of the accident and if the repair costs below Rs 50,000/= or if the settlement is agreed on		
6	Requirement of Police Report		
7	Cash payment for Hospitalization for occupants of the vehicle		
8	Cover for a replacement vehicle/cash payment		
9	Fatal Accident Benefit cover for Pedestrian		
10	After Repair Inspections		
11	Surrender of salvage		
12	Warranty for mechanical defects of brand new and reconditioned vehicles		
13	Pre-inspection report for inclusion of new vehicles		
14	No Claim Protection benefit cover		
15	Settlement of third party property damage claims without civil court proceedings		

CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table. Bidders shall number each and every page of the complete bid document and page numbers should be included as reference.

ITEM	ITB Clause	YES (tick)	REFERENCE (page nos.)
Form of Bid			
Addressed to the Employer?	1.6		
Completed?	1.6		
Signed?	1.6		
Bid Security			
Address to the Employer?	1.20		
Format as required?	1.20		
Issuing Agency as specified?	1.20		
Amount as requested?	1.20		
Validity Date.....	1.20		
Validity 28 days beyond the validity of Bid?			
Eligibility Requirements proof Documents			
IRCSL Registration	1.2		
Company Profile	1.2		
Gross premium on General insurance (2020 or 2021)	1.2		
Five year Experience documents certified by legal department	1.2		
All other relevant information completed?	1.2		
All the documents given in ITB Clause 1.2 enclosed in the original and copy?	1.2		
ITB Clause 1.10 followed before sealing the Bid package?	1.10		

.....
Signature of Bidder

Official Seal

Details of Vehicle Fleet of CPSTL as at 11.08.2023
(Please refer attached sheets)

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