

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

NATIONAL COMPETITIVE BIDDING

PROCUREMENT DOCUMENT

**PREMISES MAINTENANCE AT KOLONNAWA
INSTALLATION FOR YEAR 2026/2027**

BID No: KPR/17/2026

Employer:

Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

Engineer:

Manager (HSEQ)
HSEQ Function
Ceylon petroleum storage terminals limited
Oil installation
Kolonnawa

Issued to :

Issued by :

Date :

May 2026

CONTENTS

Volume 1		Page
Section 1	: Instructions to Bidders	4-5
Section 2	: Standard Forms (Contract)	6-9
Section 3	: Conditions of Contract	10-11
 Volume 2		
Invitation for Bids		13-15
Section 4	: Form of Bid and Qualification Information	16-19
Section 5	: Bidding Data & Contract data	20-30
Section 6	: Specifications and Scope of Work	31-35
Section 7	: Bill of Quantities	36-43
Section 8	: Drawings	44-45
Section 9	: Standard Forms (Bid)	46-47
	Check list for bidders	48

VOLUME - 01

SECTION 01 : **INSTRUCTIONS TO BIDDERS**
SECTION 02 : **STANDARD FORMS (CONTRACT)**
SECTION 03 : **CONDITIONS OF CONTRACT**

DUPLICATE

SECTION - 1

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

Instruction to bidders applicable to this contract is that given in Section 1 of Standard Bidding Document for Procurement of Works ICTAD Publication no. ICTAD/SBD/01 Second Edition - January 2007 publish by the Construction Industry Development Authority. (CIDA) 'Savsiripaya', 123, Wijerama Mawatha, Colombo 07. This publication will not be issued with bidding document and the bidder is advised to purchase it form CIDA. Instruct to Bidders shall be read in conjunction with the bidding data provide under Section 05 of the Bidding Document given in Volume 2 which shall take precedence over the Instruction to Bidders. Instruct to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

SECTION – 2

STANDARD FORMS (CONTRACT)

- *Form of letter of acceptance*
- *Form of agreement*
- *Form of performance security*

FORM OF LETTER OF ACCEPTANCE
[LETTER HEADING PAPER OF THE PROCURING ENTITY]

----- [date]

To: -----
[name and address of the Contractor]

This is to notify you that your bid dated ----- *[insert date]* for *[Name of the Contract]*
----- *[Contract identification number]* for
the Contract price of ----- *[name of currency]* -----
----- *[amount in figures and words]* as corrected in accordance with Instructions to Bidders and
/ or modified by a Memorandum of Understanding, is hereby accepted.

The adjudicator shall be -----

[name and address of the Adjudicator, if agreed] / shall be appointed by the Institute for
Construction Training and Development (ICTAD).

You are hereby instructed to proceed with the execution of the said Works in accordance with the
Contract documents.

The Start Date shall be: ----- *(fill the date as per Conditions of Contract)*.

The amount of Performance Security is: ----- *(fill the date as per
Conditions of Contract)*.

The Performance Security shall be submitted on or before ----- *(fill the date as per
Conditions of Contract)*.

Authorized Signature : -----

Name and title of Signatory : -----

Name of Agency : -----

STANDARD FORM: AGREEMENT

This AGREEMENT, made the[day] day of -----[month] 20----- [year] between ----
-----[name and address of Employer] (hereinafter called “the Employer”) of the one part, and ----- [name and address of Contractor] (hereinafter called “the Contractor”) of the other part.

WHEREAS the Employer desires that the Contractor execute -----[name and identification number of Contract] (hereinafter called “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works 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 hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein 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 thereto have caused this Agreement to be executed the day and year aforementioned in accordance with laws of Sri Lanka.

.....
Authorized signature of Contractor

.....
Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:
Witnesses:

1. Name and NIC No. :
- Signature :
- Address :
-
2. Name and NIC No. :
- Signature :
- Address :
-

**FORM OF PERFORMANCE SECURITY
(UNCONDITIONAL)**

.....
(Issuing Agency's Name and Address of Issuing Branch or Office)

Beneficiary: Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa

Date:

PERFORMANCE GUARANTEE NO.:

We have been informed that
..... (Name of Contractor) (hereinafter called "the Contractor") has entered into Contract No. (Reference No. of the Contract) dated With you, for the [name of the contract and brief description of works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we
..... (name of agency) hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of (amount in figures) (amount in words) 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 20..... (insert date, 28 days beyond the intended Completion Date) and any demand for payment under it must be received by us at this office on or before that date.

.....
Signature(s)

DUPLICATE

SECTION – 3

CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

Condition of contract that will be applicable for this contract is that given in Section 3 of the Standard Bidding Document of works ICTAD Publication no. ICTAD/SBD/01 Second Edition - January 2007 publish by the Construction Industry Development Authority. (CIDA) 'Savsiripaya', 123, Wijerama Mawatha. Colombo 07. This publication will not be issued with Bidding Document and the bidder is advised to purchase it form CIDA. Condition of Contract shall be read in conjunction with the Contract Data provide under Section 5 of the Bidding Document given in Volume 2, Which shall take precedence over the Condition of Contract.

DUPLICATE

VOLUME - 02

INVITATION FOR BIDS

SECTION 04 :	FORM OF BID AND QUALIFICATION INFORMATION
SECTION 05 :	BIDDING DATA AND CONTRACT DATA
SECTION 06 :	SPECIFICATIONS AND SCOPE OF WORK
SECTION 07 :	BILL OF QUANTITIES AND DAY WORK SCHEDULES
SECTION 08 :	DRAWINGS AND ATTACHMENTS
SECTION 09 :	STANDARD FORMS (BID)

INVITATION FOR BIDS (IFB)
CEYLON PETROLEUM STORAGE TERMINALS LIMITED
PREMISES MAINTENANCE AT KOLONNAWA INSTALLATION FOR YEAR 2026/2027
BID NO: KPR/17/2026
NATIONAL COMPETITIVE BIDDING

1. The Chairman, Department Procurement Committee (Minor) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya hereby invites sealed bids for the **Premises Maintenance at Kolonnawa Installation for Year 2026/2027** from the reputed service providers who are eligible and actively involved in the field of supply of Premises Maintenance services.
2. The proposed work includes Premises maintenance and gardening services in Kolonnawa Oil Installation as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.
3. The period of contract shall be **12 months**.
4. Bidding will be conducted through **National Competitive Bidding Procedure**.
5. To be eligible for contract award, the successful bidder shall not have been blacklisted or terminated default by the contractor and shall meet the following requirements;
 - a. Experience in works of a similar nature and size for each (total value of each service contract exceeding Rupees 30 million) within recent two years (within 2024 to 2025).

Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 02 similar services - total value of each service contract exceeding Rupees 30 million), successfully completed/ continuing within recent two years (within 2024 to 2025) and shall be actively involved in maintenance services.
 - b. Average of the annual volume of services delivered in the last two years (within 2023 to 2024) shall be at least Rs.45,000,000.00 (Rupees Forty-Five Million) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
 - c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs.7,500,000.00 (Rupees Seven Million Five Hundred Thousand).
 - d. Following managerial and technical staff shall be available and their CV and proofs for their qualifications shall be submitted.
 - One Male supervisor with minimum 2 years' experience in supervising industrial or commercial premises maintenance shall be assigned to supervise the service at premises in full time basis.
 - A Person having an Agricultural Diploma or above and with minimum 2 years' experience in Garden Maintenance and Landscaping shall be assigned to provide consultation on Garden Maintenance and Landscaping twice a month.
 - e. Provide skilled labour for Grass cutters, General Labour, Drivers and 5 (five) experienced Gardeners trained in horticultural best practices for Garden Maintenance Services, along with required tools, machinery, and PPEs.
 - f. Major items of equipment proposed to carry out the Contract;

Following equipment and specified minimum quantities shall be available and provide list of equipment

including their brand names and capacities.

Equipment for Premises Maintenance and Cleaning Service;

Item	Minimum Requirement
Bush Cutters / Lawn Mowers	10 nos.
Hedger Cutter	1 no.
Chain Saw	1 no.
Four Wheel Tractor and Trailer with Driver*	1 no.
Four Wheel Tractor with Grass Cutting Attachment / Slasher with Driver*	As required
General Tools	Mamoties, Hand Shovels, Ekel Brooms, Rakes, Wheel Barrows, Crowbars, Pruning Tools, Garden Shears, Shovels, Gardening Knives, Axes, Ropes, etc.

6. Interested parties may refer the procurement documents (*only for viewing purpose*) and obtain necessary information through the website www.cpstl.lk and inspect the procurement documents at the address given below from 0900hrs to 1400 hrs of working days.
7. A complete set of Procurement Documents in English language may be purchased by interested bidders on the submission of a written application (*the request letter shall be on the company letter head*) to **The Manager (Procurement), Procurement Function, Ceylon Petroleum Storage Terminals Limited, 1st floor, New Administration Building, Oil Installation, Kolonnawa** from **07th May 2026 until 20th May 2026** from 0900 hrs to 1400 hrs of working days on production of receipt supporting payment of non-refundable Procurement Documents fee of **Rs 8,000.00** or, the original procurement documents (full set) could be obtained on submission of a written request (*the request letter shall be on the company letter head*) via an email to procure@cpstl.lk during working days from **07th May 2026 till 20th May 2026** considering bidder's request, Manager Procurement, CPSTL may issue the consent via email for depositing the non-refundable procurement document fee of **Sri Lankan Rupees Eight Thousand** if appropriate.

On receipt of non- refundable procurement document fee to CPSTL account, procurement documents (full set) will be issued by Procurement Function via email.

8. 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)**.
9. Bids shall be submitted on the procurement document obtainable from Procurement Function and duly filled procurement 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 21st May 2026**.

Bids will be closed at **1400 hrs. on 21st May 2026** and will be opened immediately thereafter at the office of Manager Procurement, in the presence of the authorized only one representative of the bidder who chose to attend

In case the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled procurement documents in PDF format via email tenders@cpstl.lk to reach on or before 1400 hrs. on **21st May 2026** subject to following conditions.

- i. Submission of the bid via email is at the bidder's own discretion.

- ii. If the bidder intends to submit a bank guarantee or bank draft as the bid security (instead of a direct deposit to the CPSTL bank account), the original bank guarantee / draft must be sent or hand-delivered to the above address by 1400 hrs. on **21st May 2026**.
 - iii. The title and closing date of the tender must be indicated as the subject of the email.
 - iv. The size of an email (including attachments) must not exceed 20 MB. If the attachment exceeds 20 MB, the bidder must split the attachments and send them as separate emails (e.g., 01 of 03, 02 of 03, 03 of 03).
 - v. Direct links to external sites or shared folders (e.g., Google Drive) are strictly prohibited.
 - vi. Do not CC or BCC any other official or personal email IDs of CPSTL staff.
 - vii. The original bid document must be securely kept and submitted to the Manager Procurement upon request. However, the original bid document will only be used for filing purposes and not for verification against the e-bid.
10. Bids shall be valid up to **20th August 2026**.
11. All bids shall be accompanied by a Bid Security of LKR 300,000.00 (Sri Lanka Rupees Three Hundred thousand only). Bid Security shall be valid up to **17th September 2026**.
12. A pre-bid meeting and site visit will be held at 1000 hrs on **14th May 2026 @ 1000** at the HSEQ Function office, Oil Installation, Kolonnawa.

The address referred to above is

**The Chairman, Department Procurement Committee (Minor),
C/o Manager Procurement,
Ceylon Petroleum Storage Terminals Limited,
Procurement Function, New Admin. Building,
Oil Installation, Kolonnawa, Wellampitiya,**

**Postal Code : 10600
Telephone : +94 11 2572156, 94 11 2572155
E-mail : procure@cpstl.lk**

SECTION – 4

- ***FORM OF BID***
- ***QUALIFICATION INFORMATION***

FORM OF BID

Name of Contract: **PREMISES MAINTENANCE AT KOLONNAWA
INSTALLATION FOR YEAR 2026/2027 - KPR/17/2026**

To: **Chairman,
Department Procurement Committee (Minor),
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa,
Wellampitiya.**

Gentleman,

1. Having examined the Standard Bidding Document – Procurement of Works (ICTAD/SBD/01 – Second Edition – January 2007), Specifications, Drawings and Bill of Quantities and addenda for the execution of the above – named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the aforesaid Conditions of Contract, Specification, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees..... (LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Data.
4. We/I agree to abide by this bid for the period of **20.08.2026** stated in the Sub-Clause 15 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We accept/ we do not accept the Adjudicator.
7. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2026 in the capacity of
..... duly authorized to sign bids for and on behalf of
.....

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

.....

Witness :

QUALIFICATION INFORMATION

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

Legal status	<i>(attach relevant status BR copies etc. as annex)</i>
Business Registration	Number..... <i>(attach a copy of registration as annex)</i>
Specialty	
Have you been declared as a defaulted contractor by NPA or any other Agency?	<i>(If yes provide details)</i>
EPF/ ETF Registration Number	Number..... <i>(attach a copies of registrations and proofs of previous payments as annex)</i>
Method Statement	<i>(attach as annex)</i>
Value of Services provided in last 2 years	<i>(attach copies of Certificate of Completion etc. and other documents such as audited financial statements)</i>
Year 2024	
Year 2025	
Value of similar works completed in last 2 years (indicate only the two largest contracts)	1. Value _____ Year 2. Value _____ Year <i>(attach copies of Certificate of Completion etc., as annex)</i>
Amount of liquid assets and /or credit facilities	<i>(attach as annex)</i>
Payment proofs of EPF and ETF during recent 2 years period	<i>(attach as annex)</i>
Major items of equipment proposed	1. Type _____ Capacity 2. Type _____ Capacity 3. Type _____ Capacity etc. <i>(attach as annex)</i>
Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	1. 2. 3.

Available Certificates (Performance, Quality, Standards, Awards & Ratings)	<i>(attach as annex)</i>
Other information requested under ITB Clause 4.3	

.....

Signature & Seal of the Bidder

.....

Date

DUPLICATE

SECTION - 5

BIDDING DATA & CONTRACT DATA

DUPLICATE

G. Bidding Data

Instructions to Bidders

Clause Reference

(1.1) The Employer is;

Name : **The Chairman**

Address : Ceylon Petroleum Storage Terminals Limited,
Oil Installation,
Kolonnawa,
Wellampitiya.

The proposed work includes Premises maintenance and gardening services in Kolonnawa Oil Installation as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.

(1.2) The period of contract shall be **12 months**.

(1.3) The office for collection of procurement documents is;

**Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa,
Wellampitiya.**

The non-refundable fee is Sri Lankan Rs. **8,000.00** (Rupees Eight Thousand)

The Procurement Documents will be issued from **07th May 2026** up to **20th May 2026** during normal working hours (from 9.00 hrs to 14.00hrs)

(2.1) The source of funds is **Ceylon Petroleum Storage Terminals Limited**

(4.3) The following information shall be provided in Section 4:

- PCA 03 certificate issued by Registrar of Public Contracts
- VAT/ SSCL Registration number (if available)
- Legal Status - Details of Company Registration/Incorporation of the Company/Business Registration for Sole Proprietor or Partnership.
- Attach Documents (Power of Attorney or Board Resolution) authorizing the signatory of the Bid to commit the Bidder.
- Experience in services of a similar nature and size during the recent five years as per item 4.4 (a) below and documentary proofs.

- Average annual turnover from services provided for each of the last two years to be confirmed by submission of Audited Financial statements as proof for item 4.4(b) below.
 - Details of Credit Facilities to be confirmed by submission of latest Audited Financial statements as proof for item 4.4(c) below.
 - Qualification and experience of key Management and supervisory Personal proposed for the Contract as per 4.4(d) below and documentary proofs.
 - Major items of equipment proposed to carry out the Contract as per item 4.4 (f) below and documentary proofs.
 - Method Statement as per item 4.4 (g) below.
 - Work Schedule
- (4.4)** a. Experience in works of a similar nature and size for each (total value of each service contract exceeding Rupees 30 million) within recent two years (within 2024 to 2025).
- Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 02 similar services - total value of each service contract exceeding Rupees 30 million), successfully completed/ continuing within recent two years (within 2024 to 2025) and shall be actively involved in maintenance services.
- b. Average of the annual volume of services delivered in the most recent two years (within 2023 to 2024 or 2024/2025) shall be at least Rs. 45,000,000.00 (Rupees Forty-Five Million) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
- c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs. 7,500,000.00 (Rupees Seven Million Five hundred thousand).
- d. Following managerial and technical staff shall be available and their CV and proofs for their qualifications shall be submitted.
- One Male supervisor with minimum 2 years' experience in supervising industrial or commercial premises maintenance shall be assigned to supervise the service at premises in full time basis.
 - A Person having an Agricultural Diploma or above and with minimum 2 years' experience in Garden Maintenance and Landscaping shall be assigned to provide consultation on Garden Maintenance and Landscaping twice a month.
- e. Provide skilled labour for Grass cutters, General Labour, Drivers and 5 (five) experienced Gardeners trained in horticultural best practices for Garden Maintenance Services, along with required tools, machinery, and PPEs.
- f. Major items of equipment proposed to carry out the Contract;
- Following equipment and specified minimum quantities shall be available and

provide list of equipment including their brand names and capacities.

Equipment for Premises Maintenance and Cleaning Service;

- Bush Cutters / Lawn Movers - Minimum 10 nos. of must be available.
- Hedger Cutter - Minimum 1 nos. must be available.
- Chain Saw – Minimum 1 nos. must be available.
- General tools (Mamoties, Hand Shovels, wheel barrows, Axes, Garden Knives, Crowbars etc.)
- Four Wheel Tractor and Trailer with driver* (trailer should consist of 2 feet of mesh with frame) – Minimum 1 nos. must be available.
- Four Wheel Tractors and Grass cutting attachment/ slasher with driver*– If required

* Driver should possess a valid driving license and two years of experience as a driver and Tractor should be arranged in good running condition with all legal documents to possess the vehicle.

g. Method Statement

The bidder must submit a Method Statement along with the bid explaining the way they are intended to attend the Premises maintenance services as per the specifications, standards, scope of work, schedules, BOQ etc. It shall include the way they are incorporate labour, equipment, machineries, consumables and other inputs and methodologies to improve the quality and effectiveness of services provided.

Even though the bidder meets the above qualifying criteria, they are subjected to be disqualified if they have given misleading or false statements in proof of the qualification requirements.

Non submission or partial submission of the proofs/ documents for listed above may lead to rejection of the bid.

(7.1) Site Visit

Prior to submitting a bid, bidders shall familiarize themselves and shall be deemed to have done so.

A pre-bid site visit will be held at 1000 hrs on **14.05.2026** with the pre-bid meeting.

Further, bidders shall request site visits from Manager Procurement, Procurement Function, Oil Installation, CPSTL, Kolonnawa (Tel. +94-11-2572156) at least 02 days in advance with their names, NIC Numbers/Passport Numbers so that the CPSTL will arrange required permits for the site visit.

The bidders are advised to limit the number of persons, for the visit, due to the security reasons, at the Kolonnawa Installation. Site visit will be permitted during 0830 – 1500 hrs. except Sundays and mercantile holidays. The cost of such visits shall be borne by the bidder.

(9.1) Employer's address for the purpose of clarification is;

Name : Manager Procurement,
Address : Procurement Function
Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa
Wellampitiya.

Telephone : 0112572156
Email : procure@cpstl.lk

- (11.1)** The language of the procurement document shall be English.
- (12.0)** Any Deviation from the scope of work, specifications, drawings, bill of quantities and addenda in the procurement document shall be clearly mentioned in the Bid. Otherwise, the Employer shall proceed with evaluation assuming that the Bidder is adhering to all requirements in the Procurement Document
- (13.3)** VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However, VAT component shall be shown separately at the end of the BOQ.
- (13.4)** **The Contract is not subjected to price adjustment** in accordance with Clause 47 of the Conditions of Contract
- (15.1)** The Bid shall be valid up to **20.08.2026**.
- (16.1)** Bid shall include a Bid Security using the form included in Section 8.
- (16.2)** Bid Security shall be:
- for an amount Rs. **300,000.00**
 - Valid until **17.09.2026**
 - Securities and Guarantees shall be on demand guarantees issued by a bank operating in Sri Lanka approved by Central Bank of Sri Lanka.
- (17.0)** Pre-Bid meeting shall be together with the site visit
- Venue: HSEQ Function, CPSTL Oil Installation, Kolonnawa
 - Date : **14.05.2026**
 - Time : **1000 A.M**

(19.2) a The Employer's address for the purpose of Bid submission is

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

(19.2) b Contract name:

Premises Maintenance Services at Kolonnawa Installation for Year 2026/2027

Contract No: KPR/17/2026

(20.1) The deadline for submission of Bids shall be 14.00 hrs on 21.05.2026

(28.1) Not applicable

(31.1) Not applicable

(33.0) Prior to the notification of award, in accordance with Clause 33.0, the standstill period and applicable appeal process shall be applied as follows,

STANDSTILL PERIOD & APPEALS

• **Intension to award the contract:**

CPSTL shall notify unsuccessful bidders in writing, either by post and/or email, regarding the DPC's intention to award the contract to the successful bidder.

• **Standstill Period:**

There shall be a minimum interval of **Seven (07) working days** between the submission date of the CPSTL notification of the intention to award the contract to the successful bidder and the actual award of the contract. This interval is referred to as the Standstill Period.

• **Debriefing for Unsuccessful Bidders:**

Unsuccessful bidders may request a debriefing from CPSTL in writing, either by post and/or email, no later than the **third (3rd) working day** of the Standstill Period.

CPSTL shall conclude the debriefing process no later than the **fifth (5th) working day** of the Standstill Period.

- **Submission of Appeals:**

Any bidder, whether successful or unsuccessful, who wishes to appeal the contract award decision must submit a written appeal to the Chairman, Department Procurement Appeal Committee (DPAC) before the expiry of the Standstill Period.

Each appeal must be accompanied by a non-refundable cash deposit of Sri Lanka Rupees Ten Thousand (LKR 10,000/=), which shall be paid to the CPSTL Cashier. The payment receipt must be submitted along with the appeal. The DPAC shall only consider appeals supported by proof of such deposit.

All appeals must be hand-delivered to CPSTL, and an acknowledgment of receipt must be obtained.

It is the sole responsibility of the appellant to ensure that the appeal includes all relevant supporting documents to substantiate the grievance.

(34.0) The amount of Performance Security is 5% of the Initial Contract Price.

(35.1) Not Applicable

(36.1) The Adjudicator proposed by the Employer is an Adjudicator selected from the pool of Adjudicators of Construction Industry Development Authority (CIDA).

Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case-to-case basis and shall be equally shared by the Contractor and the Employer.

Contract Data

(Please note that the Clause nos. given hereunder are that of Conditions of Contract)

(1.1) The Employer is

Name : The Chairman,
Address : Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa
Wellampitiya.

Employers Representative

Name : Manager Procurement,
Address : Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa,
Wellampitiya.

(1.1) The Engineer is

Name : Manager (HSEQ)
Address : Ceylon Petroleum Storage Terminals Limited
HSEQ Function
Oil Installation
Kolonnawa

The proposed work includes Premises maintenance and gardening services in Kolonnawa Oil Installation as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.

The period of contract shall be 12 months.

The Site is located at CPSTL Kolonnawa Oil Installation Premises and Oil Facility Office at Colombo Harbor.

(1.1) The Start Date shall be 14 Days from the Letter of Acceptance.

(8.1) Schedule of other contractors: None

(9.1) Schedule of Key Personnel:

Minimum persons with qualifications and experience to be defined,

	Designation	Academic Qualification	Experience
a)	Supervisors –1 nos.	-	2 Years
b)	A Person having an Agricultural Diploma or above and with minimum 2 years' experience in Garden Maintenance and Landscaping	Agricultural Diploma or higher qualification	2 Years

(13.1) The minimum insurance covers shall be:

- (a) The minimum cover for personal injury or death for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. 1,000,000.00 per person, per event.

(13.2) A copy of insurance policy for the workmen of the Contractor and other employees of the Contractor as per the Workmen Compensation Act shall be forwarded to CPSTL prior to commencement of the work.

(17.1) Intended contract period is 12 months.

(19.1) Special Safety Conditions

The CPSTL Oil Installation, Kolonnawa consists of petroleum product storage tanks, pipelines, gantries which contain flammable products and it is the responsibility of the Contractor to adhere to the fire and safety regulations of the CPSTL. Further, the Oil Installation, Kolonnawa is a highly vulnerable location with respect to security concerns and the Contractor shall comply to security regulations of the CPSTL.

- i. Fire blankets are to be laid before starting hot work at site where ever required.
- ii. Frame with a mesh need to use for covering pipelines and equipment to avoid damages from grass cutting machines.
- iii. The work/workers should conform to the Fire & Safety rules and regulations of CPSTL and they should wear safety belts when working at high elevations.
- iv. Before work of any nature is commenced in any area it is necessary to obtain excavation permits, safety certificates and if the work involves sparks or flames also a hot work permit from the Fire & Safety Section of the CPSTL, Kolonnawa depending on nature of work. All precautions stipulated in these documents must be observed by the Contractor and his employees. If the work cannot be completed in the period for which these documents are valid the work shall be discontinued until the documents have been renewed.

- v. Kolonnawa Oil Installation is security restricted area and all contractor's personnel shall abide by the security regulations prevailing and those which might be enforced as and when necessary, due to changed circumstances.
- vi. All contractor's personnel and their vehicles will be required to obtain gate passes before enter into the Kolonnawa Oil Installation. Those who possess valid police clearance are eligible to obtain gate passes. Safety clearances to be obtained before enter to the tank farm.
- vii. The Contractor shall, except if and so far as the contract provides otherwise, indemnify the CPSTL against all losses and claims in respect of injuries or damage to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation or damages for or with respect to:
 - a. the permanent use or occupation of land by the works or any part thereof;
 - b. the right of the CPSTL to execute the works or any part thereof on, over, under, in or through any land;
 - c. injuries or damage to persons or property resulting from any act or neglect of the CPSTL, his agent, servants or other Contractors, not being employed by the Contractor, or for or in respect of any claims proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the Contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the Employer, his servants or agents or other contractors for the damage or injury.
 - d. the Contractor shall arrange the personal protective equipment (PPEs) etc. for the labourers and supervisors to comply the safety requirements of CPSTL.

- (21.1) The Site Possession Date shall be **7 Days** from the Letter of Acceptance
- (27.1) The Contractor shall submit a work schedule for the Works within **7 Days** of delivery of the Letter of Acceptance.
- (47.1) The Contract Price **is not subjected** to price adjustment
- (48.1) No payment will be retained as a retention amount of the contract.
- (49.1) In the event the Contractor fails to satisfactorily perform Premises Maintenance services by, The Contractor shall be liable to deduct amount quoted for the relevant BOQ item and a penalty equivalent to 10% for such none performance.
- (51.1) Contractor is not entitled for an advance payment.
- (52.1) The Performance Security shall be **5 %** of the Initial Contract Price.

Special Conditions of Contract:

- a) It is a compulsory requirement to provide a complete uniform to the employees of the Contractor and the Contractor shall ensure that the employees wear the uniform daily and employees without uniform are not allowed for work. The color and design shall be different from the uniforms presently used by CPSTL Staff.
- b) There shall be adequate number of equipment, provide services of equipment without failure and shall replace defective equipment with immediate effect.
- c) CPSTL has right to instruct and obtain the services of the employees of the successful bidder for related work in addition to the assigned work as and when the need arises. However, such assignments will be done without affecting to the routine work assigned.
- d) Contractor shall supply additional requirement of General Labour on request of the CPSTL and payments for such labour requirements will be done from provisional sum at a rate given in the BOQ. CPSTL to inform additional labour requirements for general works at least 2 days before the commencement date.
- e) Maximum age limit shall be 65 years. All employees of the Contractor shall be in good health without any disabilities and diseases. The employees shall be adequately fit enough to perform their duties. The Contractor is totally responsible for the physical fitness of the employees deployed and if any such issue is reported, access for such employees will be restricted by the CPSTL.
- f) The period of contract is to be **12 months**. The performance shall be monitored on monthly basis and quarterly review meetings shall be held for proper execution of contract.
- g) CPSTL reserves right to terminate the contract with one month notice.

SECTION - 6

SPECIFICATIONS AND SCOPE OF WORK

DUPLICATE

6.1 CPSTL Scope of Supply

6.1.1 Utilities

Electricity for equipment, water for gardening, cleaning and drinking etc. will be supplied by the Employer.

6.1.2 New plants, manure, fertilizers, hormones, and water will be provided by the Employer

6.2 Contractor's Scope of Supply

6.2.1 General Responsibilities

- a. The Contractor shall supply all labour, machinery, equipment with operators/drivers, temporary structures/supports as specified in each section, and consumables including fuel and lubricating oil for machinery and tools required for the successful completion of services. Required registrations, insurances, etc., for the above are under the Contractor's responsibility.
- b. Quality, functionality, and safety of equipment, tools, and consumables shall be suitable for the intended purpose and acceptable to the Engineer.
- c. The Contractor shall supply and arrange all required personal protective equipment (PPE) for labourers and supervisors to comply with the safety requirements of the Employer.
- d. The Contractor shall supply and maintain Log Books and Forms required to communicate with the Employer's representative during the period of the contract.

6.2.2 Labour and Supervision

- a. It is the Contractor's responsibility to supply and maintain sufficient numbers of skilled workers to perform grass cutting, removing cut grass, and general labour to a satisfactory level.
- b. The Contractor shall provide 5 (five) experienced Gardeners trained in horticultural best practices for Garden Maintenance Services, along with required tools, machinery, and PPEs.
- c. The Contractor shall supply the service of one (01) Male Supervisor with a minimum of 2 years of experience in supervising industrial or commercial premises maintenance. The Supervisor shall be assigned to supervise the services at the premises on a full-time basis.
- d. The Contractor shall supply the service of a person holding an Agricultural Diploma or above, with a minimum of 2 years of experience in Garden Maintenance and Landscaping. This person shall provide consultation on Garden Maintenance and Landscaping twice a month.

6.2.3 Machinery, Tools, and Equipment

The Contractor shall supply necessary machinery, tools, and equipment to perform the scope of work as per the specifications, including but not limited to the following:

Item	Minimum Requirement
Bush Cutters / Lawn Mowers	10 nos.
Hedger Cutter	1 no.
Chain Saw	1 no.
Four Wheel Tractor and Trailer with Driver*	1 no.
Four Wheel Tractor with Grass Cutting Attachment / Slasher with Driver*	As required
General Tools	Mamoties, Hand Shovels, Ekel Brooms, Rakes, Wheel Barrows, Crowbars, Pruning Tools, Garden Shears, Shovels, Gardening Knives, Axes, Ropes, etc.

Note: Driver shall possess a valid driving license and a minimum of 2 years of experience as a driver. The tractor shall be in good running condition with all legal documents to operate the vehicle.

6.2.4 Consumables

- a. The Contractor shall supply consumables including fuel and lubricating oil for machinery and tools.

6.2.5 Equipment and Tool Requirements

- a. The Contractor shall provide all necessary tools and equipment to execute the scope to a high standard.
- b. For areas inside tank bund walls, around pipelines, pump houses, gantries, and other structures, only nylon wire with brush cutters or lawn mowers shall be used.
- c. A frame with mesh shall be used to cover pipelines and equipment when cutting grass using machines.

6.3 Contractor's Scope of Work

6.3.1 General Scope

- a. The scope of work includes Premises Maintenance and Garden Maintenance Services at Kolonnawa Oil Installation.
- b. It is the Contractor's responsibility to maintain his staff according to labour regulations in Sri Lanka.

- c. Contractor shall supply additional requirements of General Labour for works other than specified in the contract within a period of 2 days from the date of written request by CPSTL. Payments for such labour requirements will be made from the Provisional Sum at the rates given in Schedule A – Labour.
- d. Each and every BOQ item shall be supervised and recorded by the Contractor's Supervisor. All records shall be certified by the CPSTL representative before payment.
- e. All works shall be performed according to the given schedule of services, drawings, specifications, and as per the direction of the CPSTL representative.
- f. Working Days / Hours
 - i. Normal working hours of CPSTL from Monday to Friday are from 0730 hrs. to 1630 hrs.
 - ii. Saturday may be considered a working day, and working hours from Monday to Friday may be extended up to 1800 hrs., subject to prior permission from CPSTL.
 - iii. Working on statutory holidays, Sundays, and after 1800 hrs. on working days will not be permitted.

Provided always that the provision of sub-clause (iii) above shall not apply to any work which it is customary to carry out outside normal working hours.

6.3.2 Premises Maintenance Work

The Contractor shall provide sufficient numbers of grass cutting labour and general labour for cleaning and other required works, along with required tools, machinery, consumables, utilities, PPEs, etc.

6.3.2.1 General Requirements

- a. Use of herbicides is not allowed within CPSTL premises unless otherwise requested by CPSTL.
- b. Grass cutting shall be done as per the frequency specified in the BOQ. Payments will be made based on BOQ quantities completed per month.
- c. Cutting and uprooting bushes/small trees, cleaning of drains, clearing of foliage, and cutting, trimming, pruning, and removing trees/branches shall be attended during grass cutting.
- d. Uprooting and removing trees growing on boundary walls, buildings, and foundations.
- e. Cut grass and removed plants shall be collected and transported to the designated dumping location inside the premises on the same day of grass cutting.
- f. Only nylon wire with brush cutters or lawn mowers shall be used for areas inside tank bund walls, around pipelines, pump houses, gantries, and other structures.
- g. Manual tools shall be used where grass cutters cannot be used.
- h. Maintaining the yard free of obstacles by removing debris, fallen trees, etc., for better housekeeping as per the instructions of the Engineer.

- i. A frame with mesh shall be used to cover pipelines and equipment when cutting grass using machines.
- j. Hot work permits shall be obtained for grass cutting inside tank farm tank bund walls. A four-wheel tractor may be used for other areas.
- k. Clearing trees, shrubs, creepers, etc., growing on and leaning against the periphery fence and boundary walls adjacent to respective areas.
- l. All weeds and trees on tank concrete bases, staircase bases, and around building walls and foundations shall be removed.
- m. Trimming and cleaning of road edges as per the given specifications and schedules of services.
- n. Contractor shall sweep paved areas, gardens, and yards to remove grass residue spread during grass cutting.
- o. Contractor shall clear roadside gullies and stormwater gully blockages when the need arises.
- p. Contractor shall clean and dispose of diseased rats and mice, and clean and bury carcasses of diseased pigeons, crows, and dogs when the need arises.
- q. The Contractor shall provide skilled labour and unskilled labour for tree cutting, trimming, pruning, removing trees/branches, and cutting and removing branches disturbing CCTV cameras, etc., on request of the Employer. Required works with tools, machinery, consumables, utilities, PPEs, etc., shall be provided by the Contractor. Payments for such work will be made at the labour rates given in the BOQ and paid from the Provisional Sum.

6.3.3 Garden Maintenance Services

6.3.3.1 The scope encompasses all activities required to maintain the gardens, lawns, hedges, trees, and landscaped areas in a healthy, neat, and aesthetically pleasing condition. This includes all related works as follows, and assistance with any other garden-related maintenance tasks as directed:

- i. Maintenance of green hedges.
- ii. Maintenance of grass areas
- iii. Maintenance of decorative trees and trees in tree pots
- iv. De-weeding around trees and on tree pots
- v. Maneuvering trees in pots and fertilizing
- vi. Cleaning and sweeping of all gardens and lawns
- vii. Watering of grass and plants
- viii. Removal of debris and rubbish from areas and proper disposal in designated places
- ix. Placing new plants provided for the purpose of landscaping & maintain plant nursery.
- x. Pruning and trimming of plants and trees and maintaining in proper shape
- xi. Hormone treatment for flowering trees

SECTION - 7

BILL OF QUANTITIES

DUPLICATE

PREAMBLE TO THE BILL OF QUANTITIES

GENERAL

1. This Bill of Quantities contains pages numbered from 39 to 41. Bidders are requested to ensure no pages are missing, no duplicated and that all TRADES are carried to **SUMMARY** at the end of the Bill of Quantities.
2. The Conditions of Contract, Schedule, the Specifications and the Drawings are to be read in conjunction with the Bill of Quantities.
3. Rate of each BOQ item shall be for the specified number of work rounds prescribed in the particular item. However, payments will be made on actual number of rounds completed per month.
4. The cost of complying with all conditions, obligations and liabilities described in the Conditions of Contract, Specifications and the Bill of Quantities including all overhead charges and profit in carrying out the work as shown on the Drawings shall be deemed to be spread over and included in the prices of sums stated by the Bidder in the Bill of Quantities unless separately measured.
5. If the Bidder fails to price any items in the Bill of Quantities, then the cost of the work under such items shall be held to be spread over and included in the prices given against other items of work.
6. The quantities set out in the Bill of Quantities are provisional and cover the approximate scope of the work anticipated to be performed by the Contractor. The actual quantities used for final measurement purposes will be determined by the Engineer by measurement of the work completed by the Contractor.
7. Where trade names, brands and or Catalogue Numbers are referred to, sole preference to any material or equipment is not intended. Any other material or equipment may be used, provided that the characteristics of type, quality, appearance, finish, method of construction and / or performance is superior to the specified.
8. Selected bidder shall comply with the arrangement of work in the buildings and be ready to work part by part as required by the Authorities or the Employer.
9. The unit and lump sum prices of the Bill of Quantities (referred to as the Contract Rates) shall, except in so far as is otherwise provided for under the Contract, be deemed to cover all obligations set out in the Contract, and all matters or things necessary for the proper completion and maintenance of the Works, and shall be fixed and binding upon the Contractor.
10. Unit prices when applied to the quantity of work performed under the Contract shall, and other sums specifically determined under the provisions of the Contract, constitute full remuneration to the Contractor under the Contract.
11. Each item shall be priced by the Bidder in Sri Lanka Rupees.
12. Rates for items in this Bill of Quantities shall be inclusive for hauling, transporting, loading, unloading, spreading, heaping, supporting, scaffolding, welding, and for laps, unless otherwise specifically stated.
13. Unless otherwise specifically stated in Bill of Quantities or herein, the following shall be

deemed to be included with all items:-

- i. Labour and all costs in connection therewith.
 - ii. Materials, goods and all costs in connection therewith.
 - iii. Tools, plants, hoisting plants and all costs in connection therewith.
 - iv. Waste of materials.
 - v. Establishment charges, overhead charges and profit.
 - vi. For providing of method statements, proposals by Contractor,
 - vii. Complying with regulations of the Municipal Council and/or any other relevant authority under which particular item of work is to be executed unless otherwise included in the preliminaries
 - viii. Protecting and clearing.
14. If bidders are anticipating to give any discount, it shall be marked separately in the space allocated in the summary of Bill of Quantities. Provisional Sums shall not be considered when calculating discount.
15. All materials shall be new and shall be free of defects and safe to use.
16. All materials used in the Works shall be of the best quality of their respective kinds as specified and shall be obtained from sources and suppliers approved by the Engineer and shall comply strictly with the tests prescribed or, where tests are not laid down in this Specification, with the requirements of the latest issue of the relevant British Standards or other Standards approved by the Engineer.
17. Metric units are used throughout the Bill of Quantities for measurement purposes unless otherwise indicated. Abbreviations used in the Contract are as follows: -

L.S.	-	Lump Sum
P.S.	-	Provisional Sum
m	-	Metre
m ²	-	Square metre
kg	-	kilograms
nr	-	Numbers
Rs. Cts.	-	Sri Lankan Rupees and Cents
m ³	-	Cubic metre
month	-	Calendar Month

BILL OF QUANTITIES

PREMISES MAINTENANCE AT KOLONNAWA INSTALLATION FOR YEAR 2026/2027 - BID NO: KPR/17/2026

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
A	Premises Maintenance				
A1	Area in Zone 00 - Part 00A as per the Drawing No. CPSTL/20/2024 include approximately 4.15 Acres, through mechanical bush cutting twice a month.	Months	12		
A2	Area in Zone 00 - Part 00B as per the Drawing No. CPSTL/20/2024 include approximately 2.9 Acres, through mechanical bush cutting twice a month.	Months	12		
A3	Area in Zone 00 - Part 00C as per the Drawing No. CPSTL/20/2024 include approximately 4.95 Acres, through mechanical bush cutting twice a month.	Months	12		
A4	Area in Zone 05 - Part 05A & 05B as per the Drawing No. CPSTL/20/2024 include approximately 5.44 Acres, through mechanical bush cutting and/or Tractor with Rotary Slasher once a month.	Months	12		
A5	Area in Zone 09 - Part 09A as per the Drawing No. CPSTL/20/2024 include approximately 3.61 Acres, through mechanical bush cutting once a month.	Months	12		
A6	Area in Zone 09 - Part 09B as per the Drawing No. CPSTL/20/2024 include approximately 1.51 Acres, through mechanical bush cutting and/or Tractor with Rotary Slasher once a month.	Months	12		
A7	Area in Zone 09 - Part 09C as per the Drawing No. CPSTL/20/2024 include approximately 3.92 Acres, through mechanical bush cutting once a month.	Months	12		
A8	Area in Zone 09 - Part 09D as per the Drawing No. CPSTL/20/2024 include approximately 2.31 Acres, through mechanical bush cutting and/or Tractor with Rotary Slasher once a month.	Months	12		
A9	Area in Zone 10 - Part 10A and Part 10B as per the Drawing No. CPSTL/20/2024 include approximately 6.99 Acres, through	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
	mechanical bush cutting and/or Tractor with Rotary Slasher once a month.				
A10	Area in Pond Area - Part P01 and 02 as per the Drawing No. CPSTL/20/2024 include approximately 4.34 Acres, through mechanical bush cutting and/or Tractor with Rotary Slasher once a month.	Months	12		
A11	Area in Zone 01 - Part 01A and Part 01B as per the Drawing No. CPSTL/20/2024 include approximately 4.03 Acres, through mechanical bush/grass cutting and/or Tractor with Rotary Slasher once a month	Months	12		
A12	Area in Zone 01 - Part 01C as per the Drawing No. CPSTL/20/2024 include approximately 1.14 Acres, through mechanical bush/grass cutting - once a month	Months	12		
A13	Area in Zone 02 - Part 02A as per the Drawing No. CPSTL/20/2024 include approximately 4.24 Acres, through mechanical bush/grass cutting - once a month	Months	12		
A14	Area in Zone 03 - Part 03A and 3B as per the Drawing No. CPSTL/20/2024 include approximately 1.8 Acres, through mechanical bush/grass cutting once a month	Months	12		
A15	Area in Zone 04 - Part 04A as per the Drawing No. CPSTL/20/2024 include approximately 3.73 Acres, through mechanical bush/grass cutting - once a month	Months	12		
A16	Area in Zone 01 - Part 01D as per the Drawing No. CPSTL/20/2024 include approximately 4.24 Acres once in two months	Months	06		
A17	Area in Pond Area - Part P03 and Area from Main Gate to Log Gate - Part P04 as per the Drawing No. CPSTL/20/2024 include approximately 8.13Acres once in two months	Months	06		

Item	Description	Unit	Qty	Rate		Amount	
				Rs.	Cts.	Rs.	Cts.
A18	Area at External side of Boundary wall (Foot Path) - Part P03 as per the Drawing No. CPSTL/20/2024 include approximately 0.3 Acres Once in two months	Months	06				
	Sub Total Carried to Summary						
B	GARDEN MAINTENANCE SERVICES						
B1	Providing the services of a Person having an Agricultural Diploma or above and experienced in Garden Maintenance and Landscaping for twice a month.	Months	12				
B2	Provide 5 nos. of experienced Gardeners trained in horticultural best practices and carry out all activities required to maintain the gardens, lawns, hedges, trees, and landscaped areas in a healthy, neat, and aesthetically pleasing condition, Cutting and removing of branches disturbing CCTV Cameras as per the scope of work.	Months	12				
	Sub Total Carried to Summary						
C	Provisional Sum for unforeseen, extra works Carried to Summary	PS					500,000.00

SUMMARY OF BILLS OF QUANTITIES

Item	Description	Amount	
		Rs.	Cts.
A	PREMISES MAINTENANCE		
B	GARDEN MAINTENANCE		
C	PROVISIONAL SUM		500,000.00
	Sub Total I		
	Less Discount% (if any)		
	Sub Total II		
	Add 2.5% SSCL (only if applicable)		
	Sub Total III (CARRIED TO FORM OF BID)		
	Add 18% VAT (only if applicable)		
	GRAND TOTAL		

Total amount in words (LKR):-

.....

VAT Amount :-

VAT registration No :-.....SSCL Registration No. :.....
 (Please attached copy of the SSCL registration & copy of the VAT registration (if applicable))

Name of Bidder :-.....

Address :-.....

Contact No. :-.....

email :-.....

.....

.....

Date

Signature & Seal of the Bidder

Witness :.....

Witness :.....

Name :.....

Name :.....

Address :.....

Address :.....

N.I.C. No :.....

N.I.C. No :.....

SCHEDULE FOR DAY WORKS**SCHEDULE A- LABOUR**

Any labour engaged on Day work shall be paid at the rates given below. These rates shall not exceed rates specified in the Building Schedule Rates 2026 published by Department of Buildings.

No.	Category	Gross Wages per Hour LKR	Gross Wages per Day LKR
1	Grass Cutters		
2	Skilled labour		
3	Unskilled labour		
4	Gardner		

SCHEDULE B – PLANT / EQUIPMENT / MACHINERIES

Any Plant engaged on Day works shall be paid at the rates given below. The rates are for wet hire. These rates shall include for all inputs for running of the plant, transport to site, drivers/ operators, attendants, insurance and other overheads associated with such plant.

No.	Description of Plant	Hourly Rate LKR	Day Rate (8 hrs) LKR
1	Bush Cutters / Lawn Movers		
2	Farm Tractors with Trailer and Grass cutting attachment/ slasher		
3	Chain Saw		
4	Any Other (specify)		

SCHEDULE C - CUTTING, TRIMMING, PRUNING & REMOVING TREES / BRANCHES ETC.

Rate shall include transport branches/trunks/ debris to the Disposal Yard in CPSTL Premises Kolonnawa as per the Engineer's instruction.

	Description	Rate
1	Cutting Trees (Girth 200-300mm) with trimming Branches and disposal	
2	Cutting Trees (Girth 301-600mm) with trimming Branches and disposal	
3	Cutting Trees (Girth 601-1000mm) with trimming Branches and disposal	
4	Cutting Trees (Girth 1001-2000mm) with trimming Branches and disposal	
5	Cutting Trees (Girth 2001-3000mm) with trimming Branches and disposal	
6	Cutting Tree branches (Girth 200 to 500mm) with disposal	

SECTION 08

DRAWINGS

DUPLICATE

LIST OF DRAWINGS

NO.	DRAWING TITLE	DRG NO.
01	LAWN CUTTING LAYOUT	CPSTL/20/2024 -1

DUPLICATE

SECTION – 9

STANDARD FORMS (BID)

DUPLICATE

FORM OF BID SECURITY

*[this Guarantee form shall be filled in accordance with the instructions indicated in brackets]
 ----- *[insert issuing agency’s name, and
 address of issuing branch or office]**

Beneficiary: *Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa*

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

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

We have been informed that -----
 ----- *[insert (by issuing agency) name of the Bidder]* (hereinafter called "the Bidder")
 has submitted to you its bid dated -----*[insert (by issuing agency) date]*
 (hereinafter called "the Bid") for the
 of *[insert name of Contract]*
 under Invitation for Bids No. KPR/17/2026 *[insert IFB number]* ("the IFB").

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

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

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

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of the successful bidder furnishing the performance security, otherwise it will remain in force up to **17.09.2026**.

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

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

CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table.

ITEM	ITB Clause	YES (tick)	REFERENCE
Form of Bid			
Addressed to the Employer?	18		
Completed?	18		
Signed?	18		
Bid Securing Declaration Form (if required)			
Properly filled and signed	16		
Bid Security (if required)			
Address to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
Qualification Information			
All relevant information completed?	4		
Signed?	4		
Addendum			
Contents of the addendum (if any) taken in to account?	10		
Bid package			
All the documents given in ITB Clause 12 enclosed in the original and copy?	12		
ITB Clause 19 followed before sealing the Bid package?	19		