CEYLON PETROLEUM STORAGE TERMINALS LIMITED

PROCUREMENT DOCUMENT

National Competitive Bidding

FOR

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027

CONTRACT NO. KPR/52/2026

DUPLICATE

Employer:

Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa
Wellampitiya

Engineer:

Engineering Manager
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa
Wellampitiya

Issued to:……..

Issued by: Procurement Function, Kolonnawa

Date:…….

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DUPLICATE

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027

PROCUREMENT DOCUMENT

VOLUME - 01

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

DUPLICATE

Employer:

Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.

Engineer:

Engineering Manager
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.

SECTION 01

INSTRUCTIONS TO BIDDERS

DUPLICATE

INSTRUCTIONS TO BIDDERS

Instructions to Bidders applicable to this contract are that given in Section-I of the Standard Procurement Document for Procurement of Works. ICTAD Publication No. ICTAD/SBD/03, Second Edition, January 2007, published by the Construction Industry Development Authority (CIDA), "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.

Instructions to Bidders shall be read in conjunction with the Bidding Data provided under section-5 of the Procurement Document (Volume 2)

Instructions to Bidders will not be a part of the contract.

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SECTION 02

STANDARD FORMS (CONTRACT)

- Letter of Acceptance
- Agreement
- Performance Security

DUPLICATE

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 the construction and remedying defects of the ---------- *[name of the Contract and 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: ----------

DUPLICATE

FORM OF AGREEMENT

This AGREEMENT made the ……...… *(day)* ……..…… *(month)* ……... *(year)* between ……..……. ……..…… …….. *(name and address of the employer)* (hereinafter called and referred to as the "Employer") of the one part, and …….. …… ……. *(name and address of the contractor)* (hereinafter called and referred to as "the Contractor"), of the other part:
WHEREAS the Employer desires that the Contractor execute.....… ……. ……..
(name& identification number of Contract) (hereinafter called and referred to as "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and remedying of any defects therein.

The Employer and the Contractor agree as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to.

2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this agreement, 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 execute and complete the Works and remedy any defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this agreement to be executed 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:	……
		……

DUPLICATE

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 the 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 03

CONDITIONS OF CONTRACT

DUPLICATE

CONDITIONS OF CONTRACT

Conditions of Contract that will be applicable for this Contract is that given in section- 3 of the Standard Procurement Document for Procurement of Works "CIDA Publication No. ICTAD/SBD/03, Second Edition, January 2007, published by the Construction Industry Development Authority (CIDA).

Conditions of Contract shall be read in conjunction with Schedule provided under Section-5 of the Procurement Document (Volume 2).

DUPLICATE

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027

PROCUREMENT DOCUMENT

VOLUME - 02

DUPLICATE

	INVITATION FOR BIDS
SECTION 04 :	**FORM OF BID, NON-COLLUSION DECLARATION AND QUALIFICATION INFORMATION**
SECTION 05 :	**SCHEDULE**
SECTION 06 :	**SPECIFICATIONS**
SECTION 07 :	**BILL OF QUANTITIES**
SECTION 08 :	**STANDARD FORMS (BID)**
	CHECK LIST FOR BIDDERS
	ANNUAL MAINTENANCE CONTRACT AGREEMENT

Employer:

Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa
Wellampitiya

Engineer:

Engineering Manager ,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.
Wellampitiya

INVITATION FOR BIDS (IFB)

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027

CONTRACT NO: KPR/52/2026

1. The Chairman, Department Procurement Committee, on behalf of the ***Chairman, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa*** now invites sealed bids from eligible and qualified bidders for **Annual Maintenance Contract Agreement (AMCA) for Engine Driven Fire Pumps at LBDs for year 2027** as described below.

   Annual Maintenance Contract Agreement (AMCA) for Engine Driven Fire Pumps at LBDs for year 2027 as per the scope of Supply and scope of work and properly maintained by means of operational and performance standards complying with the intended purpose. The valid period is one year from the date of signing the agreement by both parties.

2. Bidding will be conducted through **National Competitive Bidding Procedure.**

3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet the following requirements

   a) The bidder shall have sound experience in centrifugal pump maintenance and relevant heavy duty diesel engine maintenance during last 5 years period and the proof document shall be submitted with the bid for evaluation.

4. Interested parties may refer the procurement documents ***(Only for viewing purposes)*** and obtain necessary information through the website **www.cpstl.lk** and inspect the procurement documents at the address given below from 0900hrs to 1400hrs of working days.

5. A complete set of Procurement Document in English language may be purchased by interested bidders on the submission of a written application to **The Manager (Procurement), procurement Function, Ceylon Petroleum Storage Terminals Limited,1st floor, New Administration Building, Oil Installation, Kolonnawa from 13.11.2026 until 25.11.2026** from 0900 hrs to 1400 hrs of working days on production of receipt supporting payment of non-refundable Tender fee **of Rs 2,000.00**

6. Bids shall be submitted on the procurement documents obtainable from Procurement Function and duly filed 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, 01 Floor, New Building, Oil Installation, Kolonnawa,

DUPLICATE

Wellampitiya or could be deposited in the tender bow kept at the main entrance of CPSTL, on or before **1400 hrs. on 26.11.2026**

In case, the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filed bids in PDF format via email to tenders@cpstl.lk to reach on or before 1400 hrs. on **26.11.2026**, 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 filling purpose, not for verification against the e - bid.

7. Bids shall be valid up to **14.01.2027**

8. All bids must be accompanied by a **bid security of Sri Lanka Rupees Forty Thousand (LKR 40,000.00),** which shall be valid until **11.02.2027** from the date opening of the bid.

9. Any of the party who wishes to submit a bid, shall register himself at the Department of Register 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 5,000,000.00).

10. Clarifications (if any) shall be sought from the Manager Procurement on Tel: +94-11-2572156/ +94-11-2547238, Fax: +94-11-2074299, Email: procure@cpstl.lk.

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

DU-GATE

SECTION 04

FORM OF BID, NON-COLLUSION DECLARATION AND QUALIFICATION INFORMATION

DUPLICATE

FORM OF BID

Name of Contract: **ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027 CONTRACT NO: KPR/52/2026**

To: The Chairman,
Department Procurement Committee,
C/O Manager Procurement,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation Kolonnawa,
Wellampitiya

Gentlemen,

1. Having examined the Conditions of Contract given in the Standard Procurement Document-Procurement of Works[(ICTAD/SBD/03-Second Edition January 2007] Schedule, 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 defect therein in conformity with the said Conditions of Contract, Specifications, Drawings and Bill of Quantities and Addenda for the sum of Sri Lanka Rupees……...……..……
……...……..……..……...……
……Without VAT (LKR. ……..…….) or such other sums as may be ascertain in accordance with the said Conditions.

2. We/I acknowledge that the Bidding Data form part of our Bid.

3. We/I undertake, if our Bid is accepted, to commence the work as stipulated in the Contract data and 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 stated in the Sub-Clause 15 of Instruction 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/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 tenders for and on behalf of……..……..
……

(IN BLOCK CAPITALS)

Signature : ……..……
Name : ……..……
Designation : ……..……
Address :…….…….

Witness :……..

DUPLICATE

Non-collusion Declaration

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027- KPR/52/2026

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

a. I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership / sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

b. I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid **(Bid No. KPR/52/2026);**

c. This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

……
Signature of the Declarant

(Official Seal & Full Address)

DUPLICATE

Qualification Information

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

	Eligibility Requirement		Bidder's Qualification
Blacklisted Contractors			
Have you been declared as a defaulted contractor by NPA or any other Agency?			(Yes/No)
IF yes provide details			
IF yes provide details			
VAT Registration Number			
Repair Programme & Method Statement *(attach as annex)*	The bidder shall scrutinize the agreement and the reports to be submitted, to clarify the compliance with the procurement document including detailed proposed scope of work , specification and scopes**,** relating with time, inspection details (method statement) that the bidder intend to perform under each category based on the details given under "Section 6 – Specifications" and relevant Standards. The bidder is deemed to be an expert in this field and shall include all necessary activities that are required for a complete the contract.		
Legal status	*(attach relevant status copies, as annex)*		
Details of similar works completed during last *5* years (indicate only the three similar nature projects)	1. Client : …… Details of the repair : ……. Year :…….. 2. Client : …… Details of the repair : ……. Year :…….. 3. Client : …… Details of the repair : ……. Year :…….. (*attach copies of Certificate of Completion etc., as annex)*		
	Eligibility requirement		**Bidders qualification**
Qualification and experience of Key staff	Category Experience and Qualifications	Required Nos.	Proposed by bidder (Name, experience and Qualifications)
	1. Technical supervisor (Mechanical) - Two years' experience - NDT/HND	01	
	2. Diesel Engine mechanic - Five years experience	01	
	3. Control system electrician - Two years experience	01	

Signature of the Bidder:…….

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SECTION 05

SCHEDULE

DUPLICATE

Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is:	Name: **Ceylon Petroleum Storage Terminals Limited** Address: **Oil Installation, Kolonnawa Wellampitiya**
	1.1.10	Engineer is:	Name : **Engineering Manager** Address: **Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya**
1&13	1.1.21	Summary of Works	Maintain the engine driven fire pumps located at Lanka Bulk Depots, by inspecting and servicing as per the scope of work, specified by the manufacturer and as per the NFPA standard to ensure the full time availability of the pump for supplying fire water requirements of the depot. Location: LBD Anuradhapura, LBD Badulla, LBD Ma Galle, LBD Kurunegala, LBD Batticaloa, LBD Kotagala Contract Name: ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA) FOR ENGINE DRIVEN FIRE PUMPS AT LBDs FOR YEAR 2027. Contract No. KPR /52/2026
1.	1.1.14	Intended Completion Date	Intended Completion Date is one year from the date of signing the agreement by both parties (date of AMCA enforced.).
2.		Source of Fund	The source of funds is Ceylon Petroleum Storage Terminals Limited (CPSTL)

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3.	Eligibility	The bidder shall have sound experience in centrifugal pump maintenance and relevant heavy duty diesel engine maintenance during last 5 years period and the proof document shall be submitted with the bid for evaluation.
12.	Documents of the Bid	Any other information • Document proofs on Carried /carrying out at least 3 nos. of similar type maintenance or AMCA works within the last 5 years. • Qualification information of key staff
10.3	Interim payments	Payments will be proceeded on Measure and pay basis. Contractor shall present the invoice for actual work done during the concerned period.

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13.	10.10	Price Adjustment	This contract is subjected price escalation using conventional method. The adjustment to Contract Price in the respect of Changes in Cost and Legislation for the Items of General service spares and Repairing Spare parts shall be paid by using conventional method as follow: *Adjustment to Contract Price = Supplier's/ Manufacture's current price - Supplier's/ Manufacture's tender price* Supplier's/ Manufacture's current price is based on values presented in commercial invoices and custom documents (Cusdec) and Supplier's/ Manufacture's tender price is based on submitted tender quotation with the bid. The Contractor shall submit originals of the said tender quotation, commercial invoices and custom documents to the Engineer for verification of the values with the bid. If the bidder fails to submit the details as above, bidder is not eligible for pay price escalation. The contractor shall submit all relevant substantially acceptable proof documents with every price escalation claim. If the contractor fails to submit substantial proof documents the price escalation claim will not be paid.

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16.	Bid Security	The amount of Bid Security shall be for an amount of **Rs. 40,000.00 (Rupees Forty Thousand only)** (without VAT) from a reputed commercial bank. The Tender Guarantee should be in one of the following forms a. A receipt for cash deposit paid to the Accountant, Ceylon Petroleum Storage Terminals Limited, 1st Floor, New Administration Building, Oil Installation, Kolonnawa in favor of the name of the Chairman, Ceylon Petroleum Storage Terminals Limited. b. A guarantee from a commercial bank approved by the Central Bank of Sri Lanka operating in Sri Lanka. c. Guarantee fund The format of the Bid Security (unconditional guarantee) included in Section 2, Standard Forms. The validity of Bid Security shall be till **11.02.2027** (beyond 28 days from bid validity period and beyond any extension subsequently requested)
27.	Evaluation and Comparison of Bids	Employer will evaluate and compare only the bids determined to be substantially responsive.
30.	Award of contract	Prior to the notification of award, in accordance with Clause 30, the standstill period and applicable appeal process shall be applied as Clause no.30.1 Upon receipt of the Letter of Award, the successful bidder shall: 1. Sign the formal Contract Agreement with CPSTL within twenty-eight (28) days from the date of the Letter of Award. 2. Sign the Maintenance Agreement with the relevant CPSTL Engineer-to the contact before commencement of the maintenance work. The successful bidder shall comply with all terms and conditions specified in the Contract Agreement and Maintenance Agreement. If the successful bidder fails to sign the Contract Agreement within the stipulated period of twenty-eight (28) days, CPSTL shall be entitled to take appropriate action in accordance with the provisions of the Procurement Document, including forfeiture of the Bid Security, where applicable.

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30.1 **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 Stand still 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 proof of payment of a non-refundable deposit of Rs. 10,000.00 paid to the account maintained by Ceylon Petroleum Storage Terminals Limited.

Account Details
Account Holder : Ceylon Petroleum Storage Terminals Limited
Account No : 004-1-001-9-0208672
Bank & Branch : People's Bank Corporate Branch, Colombo 02, Sri Lanka

Swift code : PSBKLKLX
Bank code : 7135
Branch code : 004

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			The payment receipt must be submitted along with the appeal. The DPAC shall only consider appeals supported by proof of such deposit. All correspondence should be forwarded to the Department Procurement Appeal Committee (DPAC) by registered post or email. It is the sole responsibility of the appellant to ensure that the appeal includes all relevant supporting documents to substantiate the grievance.
31.	4.4	Performance Security	Amount of Performance Security required is **5 %** of the Initial Contract Price. The form acceptable for the Performance Security (unconditional) included in Section 2, Standard Forms. The Performance Security shall be valid and kept alive for one year and 28 days from the date of Acceptance letter is issued.
	6.4	Late Completion	The amount to be paid is Rs. 1/200thof item Price per Day, subjected to maximum of **10** % of the relevant item Price. This is only applicable for general service items from the agreed scheduled date. However, if the contract scope is dragged due to inconvincible reasons by the contractor, the contractor will be suspended for one year only for Annual maintenance contracts.
	8.1	Remedying Defects	Minimum warranty period for supplying spare parts is Six months from the date of installation and successful taken over for operation. Defect notification period for Major repairs, is Six months from the successfully completion of repairs/developments.
	10.3	Retention	Not applicable for items in the Bill of Quantities. A 5% of repairing cost will be retained for six months from the date of rectification only for major repairs.
	10.12	Advance Payment	Not applicable

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33.	1.1.11	Adjudicator	CPSTL does not propose any Adjudicator in case of any dispute. An adjudicator shall be appointed by the Appointing Authority who shall be the Construction Industry Development Authority (CIDA).
	14.0	Resolution of Disputes	Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case-to-case basis and shall be shared by the contractor and the Employer. 50% by the Employer and 50% by the Contractor

DUPLICATE

PARTICULAR APPLICATION INCLUDING GENERAL NOTES FOR ICTAD CONDITIONS OF CONTRACT

Clause 2.3: ENGINEER'S INSTRUCTIONS

This shall be read in conjunction with Clause 2.3 of General Conditions of Contract.

a) Any additional detail drawings issued to the contractor to assist him in his work during the course of repair shall not constitute a variation if it is given for purpose of clarity.

b) Clear and comprehensive reports shall be maintained by the contractor during the agreement period and submit timely to the engineer for evaluation and to plan necessary actions.

Clause 6.1: EXECUTION OF THE WORKS

This shall be read in conjunction with Clause 6.1 of General Conditions of Contract.

a) Working Hours

i. Normal working hours of CPSTL from Monday to Friday is from 0730 hrs. to 1630 hrs.
ii. In the work programme Saturday also can be considered as a working day and from Monday to Friday up to 1800 hrs also can be considered as a working hour by the contractor. But to work on Saturday and up to 1800 hrs the contractor is required to obtain prior permission since the offices are normally closed on Saturdays.
iii. However, working on Statutory holidays, Sundays and after 1800 hrs. on working days will not be permitted.
iv. Provided always that provision of above (iii) shall not be applicable in the cause of any work which it is customary to carry out, outside normal working hours by rotary or double shifts.

b) Repair works to be carried out at Contractors premises

i. Written request shall be forwarded to CPSTL informing intended repair work to be carried out, repair duration and parts to be taken out from LBD premises.
ii. Contractor may be able to taking out parts on approval of request by CPSTL.
iii. Contractor shall make necessary arrangements for engineer to witness tests carried out and inspect repair works at contractor's premises without any delay.

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Clause 6.2: PROGRAMME

With reference to Clause 6.2 of General Conditions of Contract and additional to it, the programme of work shall be submitted within 14 days after receipt of letter of award.
Contractor should arrange his work in such a way that it will not interfere the day-to-day operational work of the relevant LBDs.
There shall be provisions made in the programme of work to cater for the acts and risks beyond control as stated in the conditions of the contract.
Contractor shall change this sequence of work,
a) On the approval of the Engineer and if it is not affected to day-to-day operational activities of the relevant LBD.

b) If Engineer is instructed to change the sequence of work due to unavoidable reasons.

Clause 12.1: CONTRACTOR'S CARE OF THE WORKS

This shall be read in conjunction with Clause 12.1 of General Conditions of Contract.

Special Safety Conditions

i. Fire blanket are to be laid before starting hot work at site where ever required.
ii. 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.
iii. 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 relevant LBD 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.
iv. All LBDs are 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.
v. All contractor's personnel and their vehicles will be required to obtain gate passes before enter in to the relevant LBD. Those who possess valid police clearance are eligible to obtain gate passes. Safety clearances to be obtained before enter to the tank farm.
vi. 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;

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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. General safety procedures and conditions on engine driven fire pump shall be adopted. Work shall be performed only after obtaining the confirmation from the Engineer (Engineer is the Engineering manager of CPSTL) that the fire system of the LBD ready for release the pump for service/repair. After completion of the work the Engineer shall be informed to operate the system.

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SECTION 06

SPECIFICATIONS

DUPLICATE

6.0 SPECIFICATIONS

6.1 Scope of Supply by CPSTL

6.1.1 CPSTL Engineers representative will arrange the gate passes for the Contractors personnel, equipment and materials, hot work/ cold work permits and other permits related to the Work on request of the Contractor.

6.1.2 CPSTL will supply water and electricity as required. Other all requisites shall be supplied by the contractor for successful completion of the contract.

6.2 Scope of Supply of Contractor

6.2.1 Supplying of all transportation requirements.

6.2.2 Supply of All materials and spare parts for successful completion of the AMCA.

6.2.3 Supply of All tools and equipment where necessary.

6.2.4 The contractor shall provide technically qualified and skilled personnel at all the times, who are specially trained to troubleshoot, repair, maintain and servicing of engine driven fire pumps at all times.

6.2.5 Following minimum technically qualified personnel shall be deployed for every service/ inspection and their details shall be submitted with the bid.

6.2.5.1 Technical supervisor (Mechanical) NDT/HND – 2 years experience.

6.2.5.2 Diesel Engine mechanic – 5 years experience

6.2.5.3 Control system electrician – 2 years experience

6.2.6 Supplying of skilled labour as mentioned in 6.2.3. Details of the skilled labour shall be submitted with the bid. Qualified single or more persons can be proposed at the bidding stage and the same persons shall be deployed for services and inspections. The engineer shall be notified, if any changes of the personnel and obtain the prior approval before any visit. Replacement of staff shall be performed with person having higher or similar qualifications as requested in the procurement document.

6.2.7 The contractor will be provided with a tentative schedule for service and inspection, taking into account previous services and the manufacturer's recommendations. It is preferable for the contractor to attend on the scheduled date or within a one-week grace period. If the general service is not completed within 10 days from the scheduled date,

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Liquidated Damages (LD) will be applied as per Clause 2.11. The contractor must confirm the service and inspection dates with the Engineer prior to each visit.

6.2.8 Contractor shall provide service mentioned in 6.3.2 and 6.3.3 at the quoted rate in the price schedule within the contract period, if additional service is required.

6.2.9 Supply of all consumables necessary for the proper execution of the contract.

6.2.10 Contractor shall provide necessary safety gears for Contractors employees and proper tools and lifting equipment.

6.2.11 Supply of necessary testing and monitoring equipment other necessary equipment for successful completion of the contract.

6.2.12 Mentioned spare parts in the schedule shall be supplied and installed within 60 days from the date of purchase order is issued and part replaceable warranty shall be provided by the contractor during the AMCA period.

6.2.13 Contractor shall provide at least six month guarantee on supplying spare parts and for major repairs including workmanship.

6.2.14 A full time contact person (coordinator) shall be available for communication during the period of AMCA. The contact details of the personnel shall be submitted after signing the AMCA. Any changes of the coordinator shall be informed to engineer in advance.

6.2.15 Containers for placing removed items.

6.3 Scope of Work of Contractor

6.3.1 Contractor is responsible for maintenance, service and repair of all units of each pump mentioned in 6.5 during the period of AMCA.

6.3.2 Contractor shall provide one (01) ”General service” for each pump and shall be attended after relevant working hours/ intervals of the engine as directed by the engineer.

6.3.3 Contractor shall provide three (03) “Inspection visits” for each pump in equal interval considering the general service attendance.

6.3.4 Contractor shall installed supplied spare parts mentioned in the Bill Of Quantities and rectify the existing faults of pumps. Supplying spare parts shall be installed after identifying the existing faults, deciding the suitability and agreeing with the engineer and shall rectify the fault. (Fuel feed pump – DEFP 04, DEFP 05, Water pump repair

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kit – DEFP 04, DEFP 05, DEFP 06, Cooling loop solenoid valve– DEFP 05, Pressure cap - DEFP 06)

6.3.5 All removed items in replacement (oil, filters and spare parts) shall be handed over to Depot Superintendent, placing in a proper container (oil – plastic canes, spare parts – corrugated cardboard boxes, etc…) and each item shall be mentioned in the relevant report.

6.3.6 Contractor shall submit a report to the Engineer on completion of each inspection/ service/ Breakdown repair. Contractor shall follow the formats of inspection/service/ Breakdown repair given by the Engineer. Report content not limited to given format and shall be based on manufacturer's maintenance instructions manual and NFPA25. Additional details shall be added with the agreement of the engineer.

6.3.7 **Scope of Periodic Inspections (inspection visit)**

6.3.7.1 General inspection procedures on engine driven fire pumps and instructions given in operation and maintenance manuals of the pump are applied. Contactor shall submit duly completed inspection report as per the format given by CPSTL conducting a thorough inspection on all parts of the pump but not limited to the items of checking as mentioned in the format.

6.3.7.2 General visual inspection, for any obstructions/ failures of Engine related systems, prior to start-up, for confirmations and identification of no major issues for safe to start-up. If any obstruction or failed part or system related issue were found, Engineer shall be notified and approval will be obtained prior to start-up.

6.3.7.3 On confirmation, run the engine and general inspection shall be carried out focusing on abnormal sound, instruments readings, smokes of exhaust, while on running. During the test run if any malfunctions were identified, the Engineer shall be notified of the malfunctioning item or system (Leaks/Instrument failures/ abnormal sound etc.)

6.3.8 **Scope of General service**

6.3.8.1 Scope of Periodic Inspections (inspection visit) shall be applied with followings.

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6.3.8.2 Run the engine for few minute prior to take over the unit for routine service. Set main pump controller to "OFF" while servicing engine. Before turning the main pump controller to the "OFF" position, check with the fire superintendent and security supervisors of the depot to verify that relevant authority of the depot will be alerted of the temporary interruption of their fire protection equipment for normal maintenance or testing and safety precautions shall be adopted to prevent accidental start-ups.

6.3.8.3 Replacing of engine oil with recommended oil, oil filters, fuel filters, make of the replacing items shall be as mentioned in the contractor's offer.

6.3.8.4 Installing of service spare parts those are recommended to replace every two years period by the manufacturer.

6.3.8.5 Pump shall be re-started and a test run shall be performed to inspect the rated RPM, check for leaks, sound and rattle of guards and rectify any issues arising thereof. Stop and re-check the lubrication oil level. Start and run for few minutes and load the pump with available load for 10 minutes, with participation of fire superintendent.

6.3.8.6 Hand over the service report following and duly filled the given format with the duly filled inspection report mentioned in the periodic inspection.

6.3.9 **Breakdowns**

6.3.9.1 Contractor shall attend emergency breakdown inspections within 24 hours of the notice of the Engineer. Failure to do so, it is considered the contractor's performance are poor and leading to be suspended on applying for AMCA for one year period.

6.3.9.2 Contractor shall carryout minor repairs categorized as adjustment and repairs and replacements below Rs. 4000/= under the AMCA Free of Cost. If the contractor could able to solve the failure in the visit, the cost shall be claimed after the visit.

6.3.9.3 If the failure is a major repair, the contractor shall provide a repair Estimate on measure and pay basis to the Engineer (other than specified in 6.3.9.2) and attend the repairs upon receiving Authorization from the CPSTL.

6.4 Specifications, Material and Spare parts

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6.4.1 Contractor shall provide only the manufacturer's recommended genuine spare parts, filters, lubricating oils and coolant. All filters shall be of CLARKE or OEM (Jhondeer) branded. Offer shall be mentioned in the bid.

6.4.2 Contractor shall convince the CPSTL engineer for supplying spare parts are right item and genuine before installation. The contractor is obliged to provide any relevant documents as requested by the engineer for clarifications. The whole responsibility of supplying right spare parts is of contractor.

6.4.3 Lubrication oil shall be SAE 15W40and should meet the requirement of API service CJ-4. Please refer the engine operation and maintenance instruction manual of the relevant engine for further details.

6.4.4 Lubricant oil and coolant quantity shall be supplied in originally sealed plastic containers such as 4l, 5l, 10l or 20l capacities. Contractor shall obtain the approval before use for the engine.

6.1 Details of Equipment

Details as fer attached 01

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SECTION 07

BILL OF QUANTITIES

DUPLICATE

BILL OF QUANTITIES

	Description	**Qty**	**Unit**	**Rate; (Rs.)**	**Total (Rs.)**
	General service spares				
1	Oil Filters (C04521-for JU6H UF34)	02	Item		
2	Oil Filters (C04440-for JU6H UFM2)	04	Item		
3	Fuel filters (C02550-for JU6H UF34)	02	Item		
4	Fuel filters (C02359-for JU6H UFM2)	04	Item		
5	Engine oil (SAE 15w40)	140	Liter		
	Spare parts				
6	Diesel feed pump (JU6HUFM2)	02	Item		
7	Water pump (JU6HUFM2)	03	Item		
8	Pressure cap (heat exchanger) (JU6HUFM2)	01	Item		
9	Cooling loop Solenoid valve (JU6HUFM2)	01	Item		
10	Engine Coolant Tank	01	Item		
	Labour cost for general service				
11	LBD Magalla	01	Item		
12	LBD Kurunegala	01	Item		
13	LBD Anuradhapura	01	Item		
14	LBD Kotagala	01	Item		
15	LBD Badulla	01	Item		
16	LBD Batticaloa	01	Item		
	Labour cost for Inspection				
17	LBD Magalla	02	Item		
18	LBD Kurunegala	02	Item		
19	LBD Anuradhapura	02	Item		
20	LBD Kotagala	02	Item		
21	LBD Badulla	02	Item		

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22	LBD Batticaloa	02	Item		
	Sub Total I				
	Less Discount…….% (if any)				
	Sub Total II				
	Add 2.5% SSCL (only if Applicable)				
	Sub Total III (Enter to Form of Bid)				
	Add 18% VAT (only if Applicable)				
	Grand Total				

Total amount in words (LKR) :- ……..

…….

VAT Registration No :- ……SSCL Registration No :-……..

(Please attached copy of the SSCL Registration & copy of the VAT Registration (if applicable)

Warranty:……

Name of Bidder :-……..……

Address :…….……..

……...

Contact No :- :……..……

E-mail :……

Signature of the Bidder : …….

(With Company Seal)

Note:

Name of the declared principal/beneficiary will not be changed at any time.

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SECTION 08

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/52/2026 *[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 (i) the successful bidder furnishing the performance security, otherwise it will remain in force up to **11.02.2027**

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

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CHECK LIST FOR BIDDERS

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CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table.

Note - **All pages of the submitted document must be properly numbered in sequence. The relevant page number(s) for the requested details should be indicated in the corresponding cell of the table below.**

ITEM	ITB Clause	YES (tick)	REFERENCE
Form of Bid			
Addressed to the Employer?	18		
Completed?	18		
Signed?			
Non-Collusion Declaration			
Completed?			
Signed?			
Bid Security			
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		

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ITEM	ITB Clause	YES (tick)	REFERENCE
Company registration certificate (BR)			
Proof documents for experience (Purchase order, Completion letter etc)			
List of related skill labour force of the company			
Technical supervisor (Mechanical) NDT/HND – 2 years experience			
Engine mechanic – 5 years experience			
Control system electrician – 2 years experience			
Make (brand) of the oil filters.			
Make (brand) of the fuel filters.			
Manufacturer and specification of lubricant oil that comply with speciation of the engine manufacturer.			

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ANNEXURES

i. PROPOSED ANNUAL MAINTENANCE CONTRACT AGREEMENT.

ANNUAL MAINTENANCE CONTRACT AGREEMENT (AMCA)

Reference No: AMCA/00……/20….

This agreement is entered into on ……,
Period of Validity – 12 months from date of signing the agreement.
AMCA value - LKR ……+SSCL+ VAT

This agreement is made and entered between

M/s. …….. (PVT) Limited a company duly incorporated in Sri Lanka having its registered office at …….. Sri Lanka (herein after referred to as **"Contractor**" which term shall where the context so requires or admits mean and include the said Annual Maintenance Agreement.

AND

Ceylon Petroleum Storage Terminals Limited of Oil Installation Kolonnawa, Sri Lanka. (herein after referred as "**CPSTL**").

Whereas, the contractor is pleased to offer its services to carryout regular inspections, services and maintenance on the equipment of the CPSTL and submit relevant reports.

1. EQUIPMENT COVERED UNDER THIS AGREEMENT DETAILS AS PER ATTACHMENT 01

2.TERMS AND CONDITIONS

The terms and conditions applicable to this 24 hours service agreement for the afore mentioned equipment are given as follows.

2.1 The contractor shall carry out 01 numbers of routing service (General service) annually on each equipment, supplying all materials (Item Specified on tender), consumables, labour and transport.

2.2 The contractor shall carry out 03 numbers of scheduled inspections annually on each equipment, supplying all materials, consumables, labour and transport.

2.3 The contractor shall carryout minor categorized adjustment and repairs and replacement below Rs.4000/= under this agreement Free of charge.

2.4 The contractor shall provide service mentioned in 2.1 and 2.2 at the quoted rate in the price schedule within the contract period. In case of an additional service is required, it will also be performed as per the quoted rate, specified in schedule –A.

2.5 The scheduled inspection and Routing service to be carried out by the contractor shall be during general working hours (General working hours are from 07.30 am to 04.30 pm from Monday to Friday excluding mercantile holydays).

2.6 The contractor shall provide on call urgent inspection for repairs and maintenance within 24 hours from the information received, without considering general working hours specified 2.5, inclusive of labour and transport charges.

2.7 Attending to Equipment failures /Damages occurred due to Lightning, Power fluctuations, flooding shall not be covered under this AMCA but it would be attended after analyzing the gravity of the damage and approval of the estimated additional charges by the CPSTL.

2.8 Relocation of the Equipment from the existing place of installation shall not be covered under this AMCA.

2.9 The terms and conditions of the procurement document shall govern.

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2. RESPONSIBILITIES OF THE CONTRACTOR

3.1 Attend inspections and services as per the schedule to ensure the optimal performance of the pump and engine.

3.1 On notification of any failure or unusual performance of the equipment, to carry out in a timely manner, to provide uninterrupted service considering fire risk,

a. Inspection and breakdown service shall be attended at the quoted rate in the price schedule without an advance payment.
b. Submission of relevant report to CPSTL.

3.2 Shall submit a report in the standard format on completion of the scheduled inspection / routing service / repair.

3.3 The maintenance program would be based on the specific requirements of each equipment unit covered by this agreement and manufacturer's recommendations, guidelines and as per the NFPA25 - *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, latest edition.

3.4 Shall provide only the manufacturer's recommended genuine spare parts, filters, lubricating oils and coolant under this agreement as per the price specified in schedule-A.

3.5 Deploy competent and well qualified personnel all the time.

3.6 A full time contact person will be available for communication during the contract period and any changes will be notified as soon as possible.

3.7 Shall provide a repair Estimate on measure and pay basis to the CPSTL for Major repairs (other than specified in 2.3) and attend the repairs upon receiving Authorization from CPSTL.

3.8 Reviewing of daily and weekly routing inspection reports carried out by CPSTL and ensures the good performance of the equipment and inform CPSTL if fault is found.

3.9 Inform attendance to CPSTL with relevant details keeping ample time period to arrange relevant passes.

3.10 All removed items in replacement (oil, filters and spare parts) shall be handed over to Depot Superintendent, placed in a proper container (oil – plastic canes, spare parts – corrugated cardboard boxes, etc…) and each item shall be mentioned in the report.

3.11 Should obey to the safety and security conditions of the CPSTL.

3. RESPONSIBILITIES OF THE CPSTL

4.1 Ensure that the equipment is used for its intended purpose and to perform daily and weekly inspections as per standard.

4.2 Immediately shut down the equipment in the event of any abnormal sound or condition is monitored.

4.3 Use Fuel lubricating oil and coolant as specified by the manufacturer.

4.4 Operate the machine only within the rated capacity and conditions as specified.

4.5 Report all shortcomings, deficiencies and malfunctions of the equipment promptly to the contractor.

4.6 Ensure that the equipment and/or any part of the equipment not altered or modified during the contract valid period in any manner which affects the designed features and operation of the manufacturer.

4.7 Make the equipment available for inspection/service during general working hours.

4.8 If any modification to the existing installation or any customized installations are required to be made to the equipment by the CPSTL during agreement period, the contractor shall be

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informed before attending such installation/modifications to inspect the suitability of such action by the contractor.

4. WARRANTY

A minimum 06 months warranty will be given for spare parts, from the date of service or from the date of the spare part is installed.

IN WITNESS hereof, this Annual maintenance contract agreement is signed by authorized representatives of the both parties in two original copies at Colombo on the day ……/……/2026

The "Contractor "	**For and on behalf of the "CPSTL "**
Signature: ……..	Signature: ……..
Name:……	Name:……
Designation:……..	Designation:……
Seal	Seal

Witness	**Witness**
1. Signature: ……..	1. Signature: ……..
Name:……	Name:……
NIC No ::……	NIC No ::……
Witness	**Witness**
2. Signature: ……..	2. Signature: ……..
Name:……	Name:…… ……
NIC No ::……	NIC No ::……

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DETAILS OF EQUIPMENT COVERED UNDER THIS AGREEMENT **ATTACHMENT 01**

	Plant No	Location	Pump unit			Engine			Engine controller		
			Make	Model	Serial No	Make	Model	Serial No	Make	Model	Serial No
1	DEFP 03	LBD Anuradhapura	ARMSTRONG	6×5×15F	413207	CLARKE	JU6HUFM2	107672	TORANA TECH	GPD 12-220	Z128843
2	DEFP 04	LBD Kurunegala	ARMSTRONG	6×5×15F	413208	CLARKE	JU6HUFM2	107690	TORANA TECH	GPD-12-220	Z128845
3	DEFP 05	LBD Magalle	ARMSTRONG	6×5×15F	413209	CLARKE	JU6HUFM2	108242	TORANA TECH	GPD-12-220	Z128842
4	DEFP 06	LBD Badulla	ARMSTRONG	6×5×15F	413210	CLARKE	JU6HUFM2	107683	TORANA TECH	GPD-12-220	Z128844
5	DEFP 07	LBD Batticaloa	BRISTOL	BSP 200-290	BSP 200290-195	CLARKE	JU6HUF34	089238	TORANA TECH	GPD-12-220	WD1039527
6	DEFP 08	LBD Kotagala	BRISTOL	BSP 200-290	BSP 200290-196	CLARKE	JU6HUF34	089877	TORANA TECH	GPD-12-220	WD1039531

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