



CEYLON PETROLEUM STORAGE TERMINALS LIMITED

REQUEST FOR PROPOSALS (RFP)

NATIONAL COMPETITIVE BIDDING (NCB) (SINGLE STAGE – TWO ENVELOPE)

PROCUREMENT OF DIGITAL EXAMINATION PORTAL

RFP REF NO: KPR/30 /2026

INSTRUCTIONS TO PROPOSERS & CONDITIONS OF CONTRACT

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

Tel : +94-11-2572156/ +94-11-2572155

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INVITATION FOR PROPOSAL (IFP)

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

PROCUREMENT OF DIGITAL EXAMINATION PORTAL

RFP REF NO: KPR/30/2026

The Chairman, Department Procurement Committee (Minor) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya hereby invites sealed Proposals for the **Procurement of Digital Examination Portal**.

Bidding will be conducted through **Limited National Bidding procedure using the Single Stage – Two Envelope method**.

Interested parties may refer the Request for Proposal (*only for viewing purpose*) and obtain necessary information through the websites www.cpstl.lk and the original Request for Proposal in English language (full set) could be obtained from the undersigned or via email on submission of a written request (*the request letter shall be on the company letter head and signed by an authorized person*) during working days between **0900 hrs. and 1400 up to 30.07.2026**, upon payment of a non-refundable Request for Proposal fee of **Sri Lankan Rupees Two Thousand (LKR 2,000.00)**, per document.

Proposers are requested to inspect the Request for Proposal prior to purchase and once it is purchased, Request for Proposal fee is not refundable for any reason whatsoever

Proposals shall be submitted on the Request for Proposal issued by the Procurement Function-CPSTL and the original of the duly filled Proposals may be sent by post/courier under registered cover or sealed cover **to reach** the Chairman, Department Procurement Committee (Minor), 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 **14.00 hrs. on 31.07.2026** Late Proposals will be rejected.

Proposals **will be closed at 14.00 hrs. on 31.07.2026** and will be opened immediately thereafter at the office of Manager (Procurement) in the presence of the authorized representatives of the Proposers who chose to attend. Only one (01) authorized representative of each Proposer shall be permitted to witness the opening of the Technical Proposals

A Pre- Proposals meeting will be held at 1000 hrs on **22.07.2026** at the HR Function, New Building, Ceylon Petroleum Storage Terminals Limited, Kolonnawa. In case, the proposers are unable to participate the pre-Proposals meeting, they can participate via video conferencing method. Interested parties who wish to participate in the Pre-Proposals meeting shall send their request to email procure@cpstl.lk at or before 1400 hrs. (IST) on **21.07.2026**.

Proposals **shall be valid up to 18.09.2026** from the date of opening of the Proposal.

Proposals shall be accompanied by a **Proposal security of Sri Lankan Rupees Fifty thousand (LKR 50,000.00), which shall be valid until 16.10.2026**, from the date of opening of the RFPs.

Proposers shall register themselves at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) in accordance with the Public Contracts Act. No 3 of 1987.

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

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

DUPLICATE

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DUPLICATE

1. INSTRUCTIONS TO PROPOSERS (ITP)

1.1 INTRODUCTION

Ceylon Petroleum Storage Terminals Limited (CPSTL) invites sealed proposals from qualified and experienced Proposers for the Design, Development, Implementation, Cloud Hosting, and Maintenance of a Digital Examination Portal to conduct large-scale examinations securely and efficiently.

The objective of this procurement is to implement a secure, scalable, cloud-based digital examination system with AI-enabled monitoring, capable of supporting large-scale candidate participation while maintaining the highest standards of examination integrity, operational transparency, and cybersecurity.

The selected Proposer shall provide a complete end-to-end solution, including application development, cloud infrastructure deployment, testing, implementation, training, managed services, and ongoing support.

1.1.1 OBJECTIVES OF THE PROJECT

The key objectives of implementing the Digital Examination Portal are:

- Enable secure online examinations
- Ensure transparency and fairness in examination processes
- Provide AI-based monitoring of candidates
- Enable high-volume candidate participation
- Automate exam evaluation and results generation
- Ensure examination data integrity and confidentiality
- Improve operational efficiency of examination management
- The system must support a minimum of 10,000 concurrent candidates with the ability to scale beyond this threshold without performance degradation.

Proposals that do not conform to “Invitation to Proposal” will be rejected.

1.2 SCOPE OF WORK (SOW)

The selected Proposer shall be responsible for the following:

1. Design and development of the Digital Examination Portal
2. Implementation of candidate management system
3. Development of AI-enabled proctoring and monitoring system
4. Development of administrative dashboards
5. Deployment of cloud infrastructure
6. Integration services (SMS, Email notifications)
7. System testing and load testing
8. User acceptance testing (UAT)
9. Production deployment
10. Training and knowledge transfer
11. Managed services and operational support
12. Annual maintenance services
13. Security monitoring and auditing

1.3 ELIGIBILITY CRITERIA (QUALIFICATION INFORMATION)

1.3.1 ELIGIBILITY REQUIREMENT

Proposers must satisfy the following minimum eligibility requirements in order to proceed to the Technical Evaluation stage.

No	Eligibility Requirement	Compliance
01	The bidder must be a legally registered company in Sri Lanka	Mandatory
02	The bidder must have a minimum of 2 years' experience in providing IT services to the Enterprise & Public Sector Institutions & Proof Documents should be provided.	Mandatory
03	The bidder must demonstrate experience in cloud-based application deployments .	Mandatory
04	The bidder must submit the Technical Proposal and Financial Proposal separately.	Mandatory
05	The bidder must provide a qualified project team including software engineering and cybersecurity expertise.	Mandatory
06	The bidder must demonstrate an existing, working Digital Examination Portal or SaaS-based examination platform. Purely conceptual solutions or systems proposed to be developed fully after contract award shall not be accepted.	Mandatory
07	The bidder must submit evidence of previous cloud-based application deployment experience, including architecture diagrams, customer/project references where available.	Mandatory
08	The bidder must demonstrate experience or capability in handling high-volume online enterprise user traffic environments. Evidence such as load-test reports, production usage reports, or client confirmation shall be submitted.	Mandatory
09	The bidder must provide a qualified cybersecurity resource or formally appointed cybersecurity partner capable of conducting secure architecture review, VAPT coordination, vulnerability remediation, and security sign-off.	Mandatory
10	The bidder must conduct a live demonstration of the proposed solution during the technical evaluation stage. Failure to demonstrate core examination, proctoring, reporting, and security functions may result in rejection.	Mandatory
11	The bidder must submit a preliminary implementation plan, security plan, cloud deployment plan, backup plan, disaster recovery plan, and support plan as part of the technical proposal.	Mandatory
12	The bidder must agree that CPSTL shall retain full ownership of all examination data, candidate data, answer scripts, recordings, audit logs, reports, and generated outputs.	Mandatory
13	The bidder must comply with applicable data protection, privacy, cybersecurity, and government procurement requirements relevant to the processing and storage of candidate and examination data.	Mandatory
14	The bidder must possess a valid ISO/IEC 27001 certification for Information Security Management Systems. The certification must be issued in the name of the bidding company and must be valid as of the proposal submission date. A copy of the valid ISO/IEC 27001 certificate shall be submitted with the Technical Proposal.	Mandatory

Proposers failing to meet any of the above requirements may be **disqualified from further evaluation**.

1.3.2 TECHNICAL TEAM REQUIREMENTS

The Proposer must provide a qualified implementation team including:

Project Team Members	Minimum Resource Requirement	Minimum Qualification Requirement
Project Manager	01	Minimum Work Experience in the relevant domain - 6 Years or above Minimum Educational Qualifications - BSc in IT (Specialized computer systems & networks) Professional Qualifications or Certifications - PMP Qualified & ITIL Qualified & CSM Qualified
Lead Software Engineers	01	Minimum Work Experience in the relevant domain 6 Years or Above Minimum Educational Qualifications - BSc in Software Engineering
SE – Full Stack Software Engineers	02	Minimum Work Experience in the relevant domain – 2 Years or Above Minimum Educational Qualifications – BSc in Software Engineering
UI/UX Specialist	01	Minimum Work Experience in the relevant domain - 6 Years' or Above in UI/UX / Graphic Designing Minimum Educational Qualifications - BSc in Computer Science
QA Engineer	01	Minimum Work Experience in the relevant domain - 6 Years or Above Minimum Educational Qualifications - BSc (hons) in Software Engineering & MSc in Information Technology Professional Qualifications or Certifications - ISTQB Foundation Level or ISTQB Agile Tester
Business Analyst	01	Minimum Work Experience in the relevant domain – 2 Years or Above Minimum Educational Qualifications – BSc (hons) in Information Systems
Lead Cybersecurity Specialist	01	Minimum Work Experience in the relevant domain – 8 Years or above Minimum Educational Qualifications – MSc in Information Security Professional Qualifications or Certifications – CEH, SSCP, CAP

Proposers failing to meet any of the above requirements may be **disqualified from further evaluation**.

1.4 CONTENTS OF REQUEST FOR PROPOSAL

Request for Proposal consists of the following

- | | | |
|-----|---|------------------|
| 01. | Invitation for Proposal | |
| 02. | Instructions to Proposers | |
| 03. | Conditions of Contract (COC) | |
| 04. | Eligibility | |
| 05. | Scope Of Work | |
| 06. | Schedule of Prices | - Schedule "A" |
| 07. | Technical Proposal Submission | - Annexure "A-1" |
| 08. | Financial Proposal Submission | - Annexure "A-2" |
| 09. | Non-Collusion Affidavit | - Annexure "B" |
| 10. | Format of Proposal Security Guarantee | - Annexure "C" |
| 11. | Format of Performance Security Guarantee | - Annexure "D" |
| 12. | Format of Contract Agreement | - Annexure "E" |
| 13. | Format of Signature Authorization Letter | - Annexure "F" |
| 14. | Confidential and non-disclosure agreement | - Annexure "G" |
| 15. | Compliance/Deviations sheet | - Annexure "H" |

The Proposer is not permitted to do any alterations in the RFP in any form whatsoever. Any such alterations in the Request for Proposal by the Proposer may be liable for disqualification.

1.5 ISSUING OF REQUEST FOR PROPOSAL

Complete original Procurement documents in the English can be obtained from the Procurement Function, Ceylon Petroleum Storage Terminals Limited (CPSTL) 01st Floor, New Administration Building, Oil Installation, Kolonnawa or via email request procure@cpstl.lk, upon submission of a written request to the Manager Procurement – CPSTL on company letterhead, signed by an authorized representative, on working days between 0900 hrs. and 1400 hrs. from **16.07.2026** to **30.07.2026** upon payment of a non-refundable fee of **Sri Lankan Rupees Two Thousand (LKR 2,000.00)**, per document

In -Person Collection:

Proposers may obtain the Procurement document by visiting the Procurement Function, CPSTL, during the above – mentioned period and time, A written request on company letterhead, signed by an authorized representative, must be submitted, along with proof of payment of the non-refundable fee. Payment can be made in cash at the CPSTL Cash Counter, Kolonnawa, or via bank transfer to the CPSTL bank account given below

Online Request via Email:

Proposers may alternatively remit the non-refundable fee of LKR 2,000.00 directly to the CPSTL bank account provided below. A written request on company letterhead, along with proof of payment (bank slip or transfer confirmation), must be emailed to procure@cpstl.lk during the specified timeframe. The payment must also be credited to the CPSTL account before the Request for Proposals are issued. Upon verification of the payment, the complete set Request for Proposals will be emailed to the Proposer.

Account Details

Non-refundable fee	=	LKR 2,000.00
A/C Holder	=	Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya,
A/C No	=	004-1-001-9-0208672
Bank & Branch	=	People's Bank Corporate Branch, International Banking Division, No.374, Dr. Colvin R De Silva Road, Colombo 02,
SWIFT	=	PSBKLKLX
Branch Code	=	004

Payment of the non-refundable procurement document fee is mandatory; All Proposals must be submitted using the procurement documents purchased from CPSTL

1.6 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION

Proposers shall produce a valid copy of the Certificate of Incorporation issued by the Registrar of Companies of Sri Lanka together with the Proposals.

Any of the following party who wishes to submit a Proposal, shall register himself at the Department of Registrar of Companies www.eroc.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).

1. An agent, sub-agent, representative or nominee must be registered **prior to the closing of the Proposals /Tender.**
2. If the tender applicant and the tenderer is the same party he must be registered prior to the **award of the tender.**

However, this registration will be verified by CPSTL at the preliminary evaluation of Proposals s. In case of failure to meet this legal requirement, the Proposals shall be rejected.

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

1.7 DOCUMENTS AND DETAILS TO ACCOMPANY THE PROPOSAL

The Proposal shall contain all the information and documents required under this Request for Proposal (RFP). The Proposer shall submit the documents in the respective envelopes as specified below. Failure to submit the required documents may result in the Proposal being rejected as non-responsive.

ENVELOPE NO. 1 – TECHNICAL PROPOSAL

The Technical Proposal shall contain the following documents:

1. Letter of Technical Proposal, duly completed, signed, and dated. As per Annexure “A-1” as per ITP clause 1.10.1.
2. Proof of Public Contract Registration (if applicable), in accordance with Clause 1.6 of the Instructions to Proposers. (CPSTL reserves the right to verify the registration through the e-ROC system whether or not the PCA-03 Certificate is submitted.)
3. Signature Authorization Letter/Power of Attorney, in accordance with Clause 1.9 and the format provided in **Annexure "F"** as per ITP clause 1.9.
4. Proposal Security for a minimum sum of **Sri Lankan Rupees Fifty Thousand (LKR 50,000.00)**, valid until **16.10.2026**, or a Proposals Securing Declaration, where applicable, in accordance with Clause 1.18.
5. Technical Compliance/Deviation Sheet, duly completed in the format provided in Attachment - 01
6. Company Profile, Business Registration Certificate, and other statutory registration documents, where applicable.
7. Documentary evidence demonstrating the Proposer's eligibility and qualifications, including experience, technical capability, financial capacity, and other supporting documents required under this RFP.
8. Documentary evidence demonstrating compliance with the **Technical Requirements specified in ITP Clause 1.23.1**, including the completed Technical Compliance Schedule and all supporting technical literature, catalogues, brochures, methodology, implementation plan, project schedule, proposed project team, and any other documents required to establish the technical responsiveness of the Proposal.
9. Any other documents specified in this RFP to be submitted as part of the Technical Proposal.

ENVELOPE NO. 2 – FINANCIAL PROPOSAL

The Financial Proposal shall contain the following documents:

1. Letter of Financial Proposal, duly completed, signed and dated. As per Annexure “A-2” as per ITP clause 1.10.2.
2. **Signature Authorization Letter** - Specimen format as per Annexure “F” - as per ITP clause 1.9
3. Schedule of Prices (Schedule "A"), duly completed, signed, stamped and dated.
4. Price Breakdown and Cost Schedules, where applicable.
5. Any other documents specified in this RFP as part of the Financial Proposal.

Note: The Financial Proposal shall not contain any technical information except where specifically required by this RFP. Likewise, the Technical Proposal shall not contain any information relating to prices, costs or financial quotations. Inclusion of financial information in the Technical Proposal may result in the Proposal being rejected as non-responsive.

1.8 SEALING, MARKING & SUBMISSION OF PROPOSALS

The Proposal shall be submitted in accordance with the **One Stage – Two Envelope Method** as specified in this Request for Proposal (RFP).

The Proposal shall comprise:

- **Envelope No. 1 – Technical Proposal**
- **Envelope No. 2 – Financial Proposal**

Each Proposal shall be submitted in **one (01) Original and one (01) Duplicate**. The Original and Duplicate shall be placed in separate sealed envelopes clearly marked "**ORIGINAL**" and "**DUPLICATE**", respectively. In the event of any discrepancy between the Original and the Duplicate, the Original shall prevail.

Envelope No. 1 – Technical Proposal

The Original and Duplicate of the Technical Proposal shall be enclosed in separate sealed envelopes clearly marked:

- "**ORIGINAL – TECHNICAL PROPOSAL**"
- "**DUPLICATE – TECHNICAL PROPOSAL**"

These envelopes shall then be enclosed in one sealed envelope clearly marked:

"ENVELOPE NO. 1 – TECHNICAL PROPOSAL"

"ENVELOPE NO. 2 – FINANCIAL PROPOSAL"

The Original and Duplicate of the Financial Proposal shall be enclosed in separate sealed envelopes clearly marked:

- "**ORIGINAL – FINANCIAL PROPOSAL**"
- "**DUPLICATE – FINANCIAL PROPOSAL**"

These envelopes shall then be enclosed in one sealed envelope clearly marked:

"ENVELOPE NO. 2 – FINANCIAL PROPOSAL"

Outer Envelope

The sealed Technical Proposal envelope and the sealed Financial Proposal envelope shall be enclosed together in one securely sealed outer envelope.

The outer envelope shall be clearly marked on the top left-hand corner as follows:

"REQUEST FOR PROPOSAL (RFP) – PROCUREMENT OF DIGITAL EXAMINATION PORTAL – PROCUREMENT NO. KPR/30/2026 – CLOSING DATE: 31.07.2026 DO NOT OPEN BEFORE THE OFFICIAL OPENING TIME."

The bottom left-hand corner of the outer envelope shall indicate the name and address of the Proposer.

The outer envelope shall be addressed to:

The Chairman

Department Procurement Committee (Minor)

C/o Manager – Procurement

Procurement Function

1st Floor, New Building

Ceylon Petroleum Storage Terminals Limited

Kolonnawa, Wellampitiya.

If the outer envelope or any of the inner envelopes is not properly sealed and marked as specified above, CPSTL shall assume no responsibility for the misplacement, loss, delay, or premature opening of the Proposal.

In addition to the above requirements, all envelopes shall bear the name and address of the Proposer to enable the Proposal to be returned unopened if it is received after the deadline for submission or otherwise declared ineligible for opening in accordance with the provisions of this RFP.

In addition to above requirement, the envelopes shall indicate the name and address of the Proposer to enable the Proposals to be returned unopened in case it is declared

Clarifications can be made through email address procure@cpstl.lk

1. 9 SIGNATURE AUTHORIZATION

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

Failure to submit the Signature Authorization Letter at the time or before the closing of the Proposals s, and in accordance with the above said requirements will result in the Proposals being rejected.

Format of Signature Authorization Letter - Annexure "F" is attached.

1.10 DECLARATION

1.10.1 Technical Proposal Submission Form

The Proposer shall confirm that they have carefully read, understood, and accepted all conditions, requirements, and provisions specified in this Request for Proposal (RFP).

By submitting the Technical Proposal, the Proposer confirms that the proposed solution, methodology, qualifications, and supporting documents comply with the requirements specified in the RFP and agrees to perform the services in accordance with the conditions of the Contract, if awarded.

The Proposer shall submit a duly completed, signed, and dated **Technical Proposal Submission Form** as provided in **Annexure "A-1"** together with the Technical Proposal.

Failure to submit the duly completed and signed Technical Proposal Submission Form along with the Technical Proposal at or before the closing date and time specified in the RFP, and in accordance with the prescribed format, shall result in the Proposal being rejected as non-responsive.

1.10.2 Financial Proposal Submission Form

The Proposer shall confirm that the Financial Proposal has been prepared in accordance with the requirements of this RFP and that the prices quoted are complete, accurate, and inclusive of all costs required to successfully perform the services.

The Proposer shall submit a duly completed, signed, and dated **Financial Proposal Submission Form** together with the Financial Proposal as provided in **Annexure "A-2"**

Failure to submit the duly completed and signed Financial Proposal Submission Form together with the Financial Proposal at or before the closing date and time specified in the RFP, and in accordance with the prescribed format, shall result in the Financial Proposal being rejected.

1.10.3 Non-collusion Affidavit

Proposers must submit a declaration along with their Proposals stating that;

- i. There is no conflict of interest;
- ii. Only one Proposals is submitted; and
- iii. There is no involvement in collusive practices

Proposers are required to submit a duly completed and signed Non-collusion Affidavit; Annexure "B".

Failure to submit the correctly completed and signed Non-collusion Affidavit, in accordance with the specified format and before the closing time and date of the Procurement, will result in the Proposals being rejected.

Failure to submit the duly filled & signed Form of Proposals along with the Proposal at or before the closing time and date of the Proposals /Procurement and in accordance with above said requirements and in the formats provided, shall result in the Proposals being rejected.

1.11 AMENDMENTS/CLARIFICATIONS OF REQUEST FOR PROPOSAL

The Chairman, DPC reserves the right to issue amendments to the Request for Proposal if and when deemed necessary up to seven (07) days prior to the deadline for submission of Proposals.

A prospective Proposer requiring any clarification regarding the provisions or terminology of the Request for Proposal shall notify the CPSTL in writing by hand or post to the mailing address which is indicated in ITP Clause 1.8 or by email to procure@cpstl.lk, on or before the date of the pre- Proposals meeting given in IFP. Similarly, if a Proposer feels that any important provision is unacceptable, such objection shall be raised at this stage.

The CPSTL will respond in writing by post and/or by email to any such request for clarifications, modifications, objections or complaints that are received on or before the date of the pre- Proposals meeting. Copies of the CPSTL's response will be sent by post and/or by email to prospective Proposers who have collected Request for Proposal, including description of the inquiry but without identifying its source, within seven (07) days prior to the closing of the Proposals.

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

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

Where a Proposer has not sought any clarifications/information such Proposer shall be deemed to have accepted the Request for Proposal in full.

1.12 MODIFICATION, SUBSTITUTION & WITHDRAWAL OF PROPOSALS

Proposers may modify, substitute or withdraw their Proposals after submission, provided that written notice of the modification, substitution or withdrawal is received by the DPC, prior to the dead line prescribed for Proposals submission.

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

The Proposer shall provide an original and a duplicate, as specified in the ITP clause 1.8, of any modification or substitution to his Proposals, clearly identified as such in two envelopes, duly marked **“ORIGINAL” & “DUPLICATE”**. **THE ENVELOPES SHALL BE SEALED IN AN OUTER ENVELOPE, DULY MARKED PROPOSALS MODIFICATION OR PROPOSALS SUBSTITUTION - “PROCUREMENT OF DIGITAL EXAMINATION PORTAL - KPR/30/2026 – CLOSING DATE: 31.07.2026”**.

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

Proposals modifications, substitutions and withdrawal notices shall be sent **to reach** the address which is indicated in ITP Clause 1.14, or by email to tenders@cpstl.lk, not later than the deadline for submission of Proposals.

In case of submission of Proposals modifications, substitutions and withdrawal notices by email, the original notices shall be securely kept to be submitted to the Manager Procurement-CPSTL, when requested.

Proposals modifications, substitutions or withdrawal notices received after the deadline for submission of Proposals s will be ignored, and the submitted Proposals will deem to be valid.

1.13 CLOSING OF PROPOSALS

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

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

not later than 1400 hrs. on 31.07.2026 or could deposit in the tender box kept at the at the main entrance of CPSTL.

Proposals s will be closed at **1400 hrs. on 31.07.2026.**

1.14 DEADLINE FOR SUBMISSION OF PROPOSALS

The Chairman, DPC must receive Proposals as specified under ITP Clause 1.14 not later than the time and date stipulated. The Chairman, DPC may at his discretion, extend this deadline for submission of Proposals s, by amending the Request for Proposal, in which case all right and obligations of the CPSTL and the Proposers will thereafter be subjected to the deadline as extended.

1.15 LATE PROPOSALS

Any Proposals received after the deadline for submission of Proposals will be rejected and returned unopened to the Proposer.

1.16 OPENING OF PROPOSALS

Proposals will be opened immediately after the closing date and time fixed for receipt of Proposals at,
**The office of Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Oil Installation
Kolonnawa, Wellampitiya.**

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

The Proposals Opening Committee (POC) as appointed by the DPC, will open the Proposals in the presence of the authorized representatives of the Proposers who chose to attend. Only one authorized member of respective Proposer is allowed to participate/witness the tender opening procedure. Name of the Proposers, Proposals prices, discounts, presence or absence of the requisite Proposals securities, and any other relevant information, which the BOC at its discretion, may consider to be appropriate, will be announced, at the opening.

1.17 MINIMUM VALIDITY PERIOD OF PROPOSALS

All proposer shall necessarily be valid for acceptance **minimum until 18.09.2026** Proposers shall however, clearly indicate the maximum period that their Proposals would be valid. **A Proposals valid for a shorter period shall be rejected by the DPC as non-responsive.**

All prices indicated in the schedule of prices; Schedule "A" shall be firm & shall not be subject to any price variation within the period of validity stated above.

In exceptional circumstance, prior to the expiration of the Proposal validity period, the DPC may request Proposers to extend the period of validity of their Proposals for a specified additional period.

The request and the Proposers' responses shall be made in writing. A Proposer may refuse the request. A Proposer agreeing to the request will not be required or permitted to otherwise modify the Proposal, but will be required to extend the validity of the Proposal and the validity of the Proposal security for the period of the extension, and in compliance with ITP Clause 1.18 in all respects. If a Proposer does not agree for an unconditional extension of the validity of his Proposal, his Proposal shall be rejected without forfeiting the Proposal security.

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

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

1.18 PROPOSALS SECURITY

Each Proposal shall be accompanied by a Proposal security, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be,

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

(The bank in Sri Lanka shall be an approved commercial bank with the authority of a License issued by the Monetary Board (Central Bank of Sri Lanka) And payable to CPSTL on demand, for a minimum sum of Sri Lankan Rupees Fifty Thousand (LKR 50,000.00) or

iii) in the form of direct deposit to the CPSTL bank account *(details given below) for a minimum sum of Sri Lankan Rupees Fifty Thousand (LKR 50,000.00).* *(Payment receipt (Bank Slip) shall be submitted along with the Proposals. Reference details of the Proposer [Proposer's Name, Proposals Number: KPR/30/2026] should be stated on the receipt. Payment shall be debited to CPSTL account on or before the closing time of the Proposals s. Reimbursement of the Proposals securities arranged as direct cash deposits to CPSTL bank account, will only be paid in Sri Lankan Rupees as cheque payments).*

CPSTL bank account details

Non-refundable fee	=	LKR 2,000.00
A/C Holder	=	Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya,
A/C No	=	004-1-001-9-0208672
Bank & Branch	=	People's Bank Corporate Branch, International Banking Division, No.374, Dr. Colvin R De Silva Road, Colombo 02,
SWIFT	=	PSBKLKLX
Branch Code	=	004

The Proposal security shall be unconditionally en-cashable on demand by CPSTL and shall be valid **minimum until 16.10.2026.**

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

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

In exceptional circumstance, prior to expiry of the period of validity of the Proposals, the DPC may request from the Proposers to extend the period of validity of their Proposals securities for a specified additional period as described in ITP clause 1.8 If a Proposer does not agree for an unconditional extension of the validity of his Proposals, his Proposals shall be rejected without forfeiting the Proposal security.

Proposals securities of the unsuccessful Proposers will be returned to them only after the award is made to the successful Proposer. The Proposal security of the successful Proposer will be returned only after receipt of the performance security.

1.19 CONFIDENTIALITY AND NON-DISCLOSURE

The Successful Proposer shall maintain confidentiality of all information, documents, examination materials, candidate information, technical data, software, and other information received from CPSTL in connection with this Contract.

Such information shall be used solely for the purpose of performing the services under this Contract and shall not be disclosed to any third party without the prior written approval of CPSTL.

The Successful Proposer shall ensure that its employees, representatives, consultants, and subcontractors maintain the confidentiality of all information obtained during the Contract period.

Upon award of the Contract and before commencement of services, the Successful Proposer shall sign a Confidentiality and Non-Disclosure Agreement (NDA) with CPSTL in the format given in Annexure “G”.

All information, documents, data, and materials provided or developed under this Contract shall remain the property of CPSTL and shall be returned or securely destroyed upon completion or termination of the Contract, as instructed by CPSTL.

The confidentiality obligations shall remain valid during the Contract period and for five (5) years after completion or termination of the Contract. Any breach of confidentiality shall be considered a material breach of the Contract and CPSTL reserves the right to take appropriate legal action.

1.20 SCHEDULE OF PRICES

Offered Prices shall be in the form of Schedule of Prices - marked Schedule “A” given in the Request for Proposal and the Proposer is required to duly sign and return the same.

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

1.21 PRELIMINARY EXAMINATION OF PROPOSALS

The DPC will examine the Proposals to determine whether they are completed, any computational errors have been made, whether the documents have been properly signed, and the Proposals are generally in order. The DPC may, at its discretion call clarifications from Proposers.

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

Proposers shall promptly response to any query raised by the DPC by Fax/Email on the Proposal made by them at the evaluation stage of Proposals. Failure to response for these queries will be subject to rejection of Proposal.

1.22 CORRECTION OF ERRORS

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

- a) Where the discrepancy is between unit price and the line-item total, resulting from multiplying the unit price by the quantity, the unit price as quoted shall prevail and the line-item total shall

be corrected, unless in the opinion of the DPC there is an obvious gross misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern, and the unit price shall be corrected.

- b) Where there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- c) Where the discrepancy is between words & figures, the amount in words shall prevail, unless the amount expressed in word is related to an arithmetic error, in which case the amount in figures shall prevail subject to a) and b) above.
- d) The amount stated in the Request for Proposal adjusted in accordance with the above procedure with the concurrence of the Proposer shall be considered as binding upon the Proposal. If the Proposer does not accept the corrected amount of Proposal, his Proposal will be rejected.
- e) If the Proposer does not accept the correction of errors, his Proposal shall be disqualified and his Proposal security may be forfeited.

1.23 EVALUATION OF PROPOSALS

The Department Procurement Committee (DPC) shall carry out a detailed evaluation of the proposal that have been determined to be substantially responsive during the preliminary examination. The evaluation shall assess the Proposers ' compliance with the technical, functional, and commercial requirements specified in the RFP.

The evaluation methodology shall comprise the following stages:

1.23.1 TECHNICAL REQUIREMENTS:

The Technical Proposals shall be evaluated to determine their compliance with the technical requirements, functional requirements, implementation methodology, and other requirements specified in the **Technical Compliance Sheet (Attachment 01)** of this Request for Proposal (RFP). Only Proposals that are substantially responsive to the technical requirements shall be considered for further evaluation.

Evaluation Criteria	Marks	Minimum marks to be obtained for eligibility for the opening of Financial Proposal
Technical Architecture	15	10
Functional & Technical Compliance	20	14
AI Proctoring Capability	10	7
Cybersecurity Framework	15	10
Cloud Infrastructure Scalability	10	7
Team Expertise	10	7
Implementation Methodology	10	7
Support and Managed Services	10	7
Total	100	70

A Proposer shall obtain a minimum Technical Score of seventy (70) marks out of 100 to qualify for the Financial Evaluation.

Only the Financial Proposals of technically qualified Proposers shall be opened. CPSTL shall notify the technically qualified Proposers of the date, time, and venue of the Financial Proposal opening.

The Financial Proposals of Proposers who fail to achieve the minimum qualifying Technical Score or whose Technical Proposals are determined to be non-responsive shall remain unopened and shall be returned to the respective Proposers after the completion of the procurement process.

1.23.2 FINANCIAL EVALUATION

The final selection shall be based on **combined technical and financial evaluation**.

Category	Weight
Technical Proposal	70%
Financial Proposal	30%

Final Score Formula:

$$\text{Final Score} = (\text{Technical Score} \times 70\%) + (\text{Financial Score} \times 30\%)$$

Only the proposals that achieve the minimum required technical qualification score and are determined to be substantially responsive shall be considered for Financial Evaluation.

Financial evaluation shall be carried out based on the total evaluated price, including all costs required for successful implementation, deployment, support, maintenance, and applicable taxes.

The Financial Score shall be calculated as follows:

$$\text{Financial Score} = (\text{Lowest Evaluated Proposal Price} / \text{Proposer's Evaluated Proposal Price}) \times 100$$

The final evaluation shall be based on the combined Technical and Financial Scores as follows:

Component	Weight
Technical Proposal	70%
Financial Proposal	30%

$$\text{Final Score} = (\text{Technical Score} \times 70\%) + (\text{Financial Score} \times 30\%)$$

The contract shall be awarded to the Proposer obtaining the highest combined score, subject to compliance with all requirements of the Request for Proposal.

1.24 POWER TO ACCEPT OR REJECT PROPOSALS

The DPC will not be bound to make the award to the Proposer submitting the lowest Proposal. The DPC reserves the right to reject any or all Proposals, or any part thereof without assessing any reasons.

1.25 STANDSTILL PERIOD & APPEALS

- **Intension to award the contract:**
CPSTL shall notify unsuccessful Proposers in writing, either by post and/or email, regarding the DPC's intention to award the contract to the successful Proposer.
- **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 Proposer and the actual award of the contract. This interval is referred to as the Standstill Period.
- **Debriefing for Unsuccessful Proposers:**
Unsuccessful Proposers 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 Proposer, 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.

1.26 AWARDING CRITERIA

The Contract shall be awarded to the Proposer whose proposal has been determined to be substantially responsive to the requirements of the RFP, who has achieved the minimum qualifying Technical Score, and who obtains the **highest combined Technical and Financial Score** in accordance with the evaluation methodology specified in this RFP, provided that the Proposer is determined to be qualified to perform the Contract satisfactorily.

CPSTL reserves the right to accept or reject any or all proposal in accordance with the applicable procurement procedures and shall not be bound to accept the lowest-priced Proposal or any Proposal received.

1.27 NOTICE OF ACCEPTANCE

Acceptance of the proposal will be communicated as the **LETTER OF AWARD** by e-mail and confirmed in writing by registered post to the successful Proposer to the address given by him, soon after the receipt of the DPC decision. Any change of the mailing address of the Proposer shall be promptly notified to the Manager Procurement, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya.

1.28 SOURCE OF FUNDS

The contract is financed by funds of Ceylon Petroleum Storage Terminals Limited.

1.29 ETHICS, FRAUD AND CORRUPTION

Parties associated with procurement actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process.

Officials shall refrain from receiving any personal gain from any procurement action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the Proposing process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

2. CONDITIONS OF CONTRACT (COC)

2.1 PERFORMANCE SECURITY

The successful Proposer is required to provide a performance security to safeguard the CPSTL against non-performance of the contract. The successful Proposer, on being notified by CPSTL of the acceptance of his Proposal by issuing the Letter of Award, shall furnish at his own expense a performance security, in one of following forms within fourteen (14) days from the date of Letter of Award. Such performance security shall be,

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

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

and payable to CPSTL on demand, in a minimum sum **equivalent to 10% of the total contract value (inclusive taxes) of the accepted Proposal**, or

- iii) in the form of direct deposit to the CPSTL bank account **for a minimum sum equivalent to 10% of the total contract value (inclusive taxes) of the accepted Proposal** *(Reimbursement of the Proposal securities arranged as direct cash deposits to CPSTL bank account will only be paid as cheque payments).*

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

In an event of submitting the performance security after fourteen (14) days from the date of Letter of Award, the date of completion of the order (delivery date) will be brought forward by the number of days delayed.

If the successful Proposer fails to furnish a valid performance security as aforesaid and within twenty-eight (28) days from the date of Letter of Award, CPSTL has right to cancel the award and forfeit the Proposal security to place the name of the successful Proposer in the list of defaulting suppliers.

Further the successful Proposer shall be liable for any losses, costs, expenses & damages, which CPSTL may sustain in consequence of such failure. CPSTL, shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Proposal, at the risk & expense of the successful Proposer.

Official Purchase Order shall be released only after the receipt of the performance security. The performance security shall be in favor of CPSTL and shall be unconditionally en-cashable on demand by CPSTL and **shall be valid for a period not less than ninety-one (91) days beyond the scheduled delivery date.**

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

2.2 CONTRACT AGREEMENT

The Successful Proposer shall, upon receipt of the Letter of Acceptance, enter into a Contract Agreement with CPSTL for the execution of the services. In addition, the Successful Proposer shall execute a separate Confidentiality and Non-Disclosure Agreement (NDA) prior to the commencement of the services.

Both agreements shall be signed within twenty-one (21) days from the date of the Letter of Acceptance or within such extended period as may be agreed by CPSTL.

The specimen Contract Agreement and Confidentiality and Non-Disclosure Agreement are attached as Annexure "F" and Annexure "G", respectively.

2.3 DELIVERABLES

The successful Proposer shall provide all deliverables required for the successful implementation and operation of the Digital Examination Portal in accordance with the approved project implementation plan.

The minimum deliverables shall include:

1. Project implementation plan and system design documents.
2. Configured and developed Digital Examination Portal including required modules and functionalities.
3. Cloud infrastructure setup, deployment, and configuration documents.
4. System testing, load testing, security testing, and User Acceptance Testing (UAT) reports.
5. Certify hard copy of User manuals, technical documents, and training materials.
6. Training and knowledge transfer to CPSTL nominated users.
7. Production deployment and system acceptance documents.
8. Annual maintenance, support, and system monitoring services during the contract period.

All deliverables shall be subject to review and acceptance by CPSTL. All examination data, candidate information, documents, and system-related information generated under this Contract shall remain the property of CPSTL.

2.4 MODE OF PAYMENT

Payments shall be made based on the successful completion of project milestones as outlined below and upon certification by the authorized representatives of CPSTL.

Milestone No.	Project Milestone	Description	Payment Percentage
01	Contract Award / Project Commencement	Payment upon issuance of the Purchase Order (PO), signing of the contract agreement, and official	50%
02	Completion of System Development	Payment upon completion of the system development phase, including configuration of the Digital Examination Portal and readiness for system testing.	20%
03	Deliverables	Submitting Certify hard copy of User manuals, technical documents, and training materials.	10%
03	Successful User Acceptance Testing (UAT) and Project Completion	Final payment upon successful completion of User Acceptance Testing (UAT), system acceptance by CPSTL, and readiness for production deployment.	20%

Payment Conditions

1. All payments shall be made upon submission of a valid invoice by the selected Proposer.
2. Payments shall be subject to verification and certification of milestone completion by CPSTL.
3. The final payment shall be released only after successful completion of **User Acceptance Testing (UAT)** and formal acceptance of the system by CPSTL.
4. Any applicable statutory taxes shall be handled in accordance with the prevailing regulations of the Government of Sri Lanka
5. Payment's mode should be LKR

2.5 LIQUIDATED DAMAGES

If the Successful Proposer fails to complete the services within the time specified in the Contract, CPSTL shall impose Liquidated Damages Rs 48,000/- per day for each calendar day of delay, subject to a maximum of 10% of the Contract Price.

If the delay exceeds ten (10) calendar days, CPSTL reserves the right to terminate the Contract and take appropriate action in accordance with the Contract.

2.6 DEFAULTS BY SUCCESSFUL PROPOSER

If for any reason, in the opinion of CPSTL, the successful Proposer becomes incapable or unable to supply item/s offered in their Proposal, CPSTL shall have the right to obtain such item/s from other sources without being liable in any manner whatsoever, to the successful Proposer.

If the successful Proposer, defaults in the supply or otherwise commits a breach of any of the provisions in the contract with CPSTL, for the supply item/s according to the specifications, he shall be liable to pay CPSTL, all losses, damages and expenses incurred by CPSTL, in consequence of such default or breach.

The supplier in these circumstances shall also render himself liable to be placed in the list of defaulting suppliers and be precluded from having any concern in CPSTL Proposals.

2.7 CONTRACT NOT TO BE SUBLET

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

2.8 GOVERNING LAW & JURISDICTION

This contract and the rights and the liabilities of the parties hereunder shall be governed by and interpreted according to the laws of the Democratic Socialist Republic of Sri Lanka, and any disputes arising there from shall be subject to the exclusive jurisdiction of the High Court of the western province exercising civil (commercial) jurisdiction at Colombo or the District Court of Colombo in the said Democratic Socialist Republic of Sri Lanka.

2.9 FORCE MAJEURE

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

2.10 DISPUTES

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

2.11 FURTHER INFORMATION

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

Telephone : +94-11-2572156/ +94-11-2572157

Email : procure@cpstl.lk

The Chairman

Department Procurement Committee (Minor)

C/o Manager Procurement

Ceylon Petroleum Storage Terminals Limited

Procurement Function

01st Floor, New Building

Kolonnawa, Wellampitiya.

16.07. 2026

TECHNICAL COMPLIANCE SHEET

PROCUREMENT OF DIGITAL EXAMINATION PORTAL

INSTRUCTIONS TO PROPOSERS

Proposers are required to complete this Technical Compliance Sheet by indicating their compliance with each requirement of the Digital Examination Portal. For each requirement listed, Proposers must mark “**Comply (Yes)**” or “**Non-Comply (No)**” in the compliance column and provide necessary explanations or references in the remarks column.

All responses must correspond to the proposed system, architecture, and solution capabilities. Supporting documentation may be attached where necessary.

Failure to comply with mandatory requirements may result in disqualification during the technical evaluation stage.

TECHNICAL COMPLIANCE MATRIX

No	Requirement	Compliance (Yes / No)	Proposer Remarks
1	The proposed system must provide a secure cloud-based Digital Examination Portal.		
2	The system must support large-scale examination delivery with high availability.		
3	The system must support a minimum of 10,000 concurrent candidates with horizontal scalability capability.		
4	The system must support MCQ-based examinations.		
5	The system must ensure uninterrupted examination sessions during peak loads.		
6	The system must implement a three-layer architecture consisting of Student Portal, Exam Backend, and AI Proctoring System.		
7	The architecture must ensure fault isolation between examination and monitoring systems.		
8	The architecture must support horizontal scalability during exam sessions.		
9	The system must include load balancing for application servers.		
10	The system must support high availability database deployment.		
11	Secure candidate login must be supported.		
12	The system must display examination instructions.		
13	Countdown timer must be available for exam duration.		

No	Requirement	Compliance (Yes / No)	Proposer Remarks
14	The system must support 100 MCQs per examination .		
15	Candidates must be able to navigate between questions using next/previous controls.		
16	The system must support automatic answer saving.		
17	The system must allow final exam submission with integrity validation.		
18	The system must support offline-safe answer recovery mechanisms.		
19	Candidate registration functionality must be available.		
20	Bulk candidate import capability must be supported.		
21	Exam assignment functionality must be available.		
22	Candidate attempt tracking must be supported.		
23	Candidate attendance logs must be maintained.		
24	Candidate identity verification capability must be available.		
25	Continuous webcam recording during examinations must be supported.		
26	Chunked video upload mechanism must be implemented.		
27	AI-based face detection monitoring must be available.		
28	AI-based multiple face detection must be supported.		
29	AI detection of tab switching must be available.		
30	AI detection of window focus loss must be supported.		
31	Automated exam integrity scoring must be supported.		
32	Suspicion flagging mechanism must be available.		
33	The system must support live invigilator monitoring via WebRTC for all students.		
34	The system must securely store monitoring data for review.		
35	Automatic MCQ evaluation must be supported.		

No	Requirement	Compliance (Yes / No)	Proposer Remarks
36	The system must compute candidate scores automatically.		
37	Proctoring integrity scores must be integrated into evaluation results.		
38	Flagged examinations must be available for manual review.		
39	Result publishing capability must be available.		
40	Reports must be exportable in CSV and PDF formats.		
41	Role-based access control must be implemented.		
42	The system must support Super Admin role.		
43	The system must support Administrator role.		
44	The system must support Lecturer/Examiner role.		
45	The system must support Invigilator role.		
46	Exam participation statistics must be available.		
47	Candidate completion rate reports must be available.		
48	Integrity monitoring reports must be available.		
49	Proctoring violation summaries must be generated.		
50	Candidate performance analytics must be available.		
51	The system must be deployed in a public cloud environment.		
52	Infrastructure must support automatic scaling during peak loads.		
53	Load balancing must be implemented.		
54	Managed relational database service must be used.		
55	Object storage must be used for media storage.		
56	Content delivery network (CDN) must be implemented.		
57	Automated backup mechanisms must be available.		
58	Secure authentication mechanisms must be implemented.		

No	Requirement	Compliance (Yes / No)	Proposer Remarks
59	Data encryption at rest and in transit must be implemented.		
60	Role-based access control must be enforced.		
61	Secure media access controls must be implemented.		
62	Examination tampering prevention mechanisms must be implemented.		
63	Comprehensive audit logging must be enabled.		
64	Bi Annual Web Applications Vulnerability Assessment & Penetration Testing (VAPT) must be conducted.		
65	Bi Annual cloud infrastructure security audit must be conducted.		
66	Bi Annual API security audit must be conducted.		
67	The Proposer must complete implementation within 30 days of contract award.		
68	Load testing must be conducted before production deployment.		
69	Mock examination simulations must be conducted before go-live.		
70	User Acceptance Testing must be completed before production launch.		
71	Administrator training must be provided.		
72	Examination staff training must be provided.		
73	Technical handover must be completed.		
74	The first training session must be provided free of charge.		
75	24×7 system monitoring must be provided.		
76	Incident management services must be provided.		
77	Examination-day operational support must be provided.		
78	Administrator and candidate assistance must be provided.		
79	Capacity planning and system optimization must be provided.		
80	The Proposer must provide a Project Manager as specified in the SECTION 16		
81	The Proposer must provide a Lead Software Engineer as specified in the SECTION 16		

No	Requirement	Compliance (Yes / No)	Proposer Remarks
82	The Proposer must provide backend developers as specified in the SECTION 16		
83	The Proposer must provide a QA Engineer as specified in the SECTION 16		
84	The Proposer must provide a Business Analyst as specified in the SECTION 16		
85	The Proposer must provide a Cybersecurity Specialist with recognized certifications as specified in the SECTION 16		
86	The Proposer must be able to do a comprehensive system demo during the evaluation process.		
87	The system must support real-time candidate monitoring capabilities , enabling invigilators or authorized examination administrators to observe candidate activities during live examination sessions.		
88	The system must provide AI-assisted proctoring alerts capable of automatically detecting and generating alerts for predefined examination integrity violations during any examination session.		
89	The system must provide invigilator control actions , enabling authorized invigilators to intervene during live examinations, including monitoring candidate activity, reviewing alerts, and taking necessary administrative actions where required.		
90	The system must support bulk monitoring controls , allowing invigilators or administrators to simultaneously monitor and manage multiple candidate sessions during active examinations.		
91	The system must enable the sending of system-generated alerts and customized messages to candidates during examination sessions for notifications, warnings, or instructions issued by invigilators or administrators.		
93	The system must support continuation of the examination in the event of temporary network interruptions , ensuring that candidate responses are preserved and the examination session can resume without data loss upon reconnection.		
94	Compliance with Cybersecurity Requirements as Specified in Section 9		
95	The system must support auto-save intervals ≤ 30 seconds		
96	The system must support defined backup frequency ≤ 15 minutes		
97	The system must support disaster recovery with defined RTO and RPO		
98	The system must support question randomization		

No	Requirement	Compliance (Yes / No)	Proposer Remarks
99	The system must prevent multiple concurrent logins		
100	The system must support configurable session timeout		
101	The system must provide real-time system monitoring dashboards		
102	The system must display active user and system load metrics		
103	The system must provide real-time proctoring alert visibility		

- All the above-mentioned requirements must be treated as mandatory compliance requirements.

AUTHORIZED SIGNATURE OF PROPOSER

Name : _____

Designation : _____

Company : _____

Date : _____

Signature : _____

3.0 SYSTEM ARCHITECTURE REQUIREMENT

3.1 SYSTEM ARCHITECTURE REQUIREMENT

The proposed system shall follow a **three-application architecture model** to ensure system reliability and operational resilience.

Layer	Purpose
Student Examination Portal	Candidate login and examination interface
Exam Core Backend	Examination logic, questions, answers, results
AI Proctoring & Monitoring System	Video recording and AI integrity detection

This architecture ensures uninterrupted examinations even in the event of partial system degradation.

3.2 FUNCTIONAL REQUIREMENTS

3.2.1 Online Examination Module

The system must provide the following capabilities:

- Secure candidate login
- Examination instructions display
- Countdown timer for exam duration
- Support for **100 MCQs per exam**
- Next / Previous question navigation
- Automatic answer saving
- Final exam submission with integrity validation
- Offline-safe answer recovery mechanism

The system must support the following examination integrity controls:

- Question randomization for each candidate
- Prevention of multiple concurrent logins using the same credentials
- Configurable session timeout for inactivity

3.2.2 Candidate Management Module

The system must provide functionality for:

- Candidate registration
- Bulk candidate import
- Exam assignment management
- Attempt tracking
- Attendance and session logs
- Candidate identity verification

3.2.3 AI Proctoring and Monitoring

The system must provide **AI-based proctoring capabilities** with automated detection mechanisms including:

- Continuous webcam recording during examination
- Chunked video upload to prevent data loss
- Face detection monitoring
- Multiple face detection
- Tab switching detection
- Window focus loss detection
- Automated integrity scoring
- Suspicion flagging for post-exam review
- Live invigilator monitoring capability using WebRTC

The system must record **the entire examination duration per candidate** and securely store monitoring data.

3.2.4 Evaluation and Results Processing

The system must support:

- Automatic MCQ evaluation
- Score computation
- Integration of proctoring scores
- Flagged exam review process
- Result publishing
- Exportable reports (CSV and PDF formats)

3.2.5 Administrative and Role Management

The system shall implement **Role Based Access Control (RBAC)** supporting:

- Super Administrator
- Administrator
- Lecturer / Examiner
- Invigilator

Administrative users must be able to manage exams, candidates, monitoring activities, and reporting.

3.2.6 Reporting and Analytics

The system must provide dashboards and reports including:

- Examination participation statistics
- Completion rates
- Integrity monitoring reports
- Proctoring violation summaries
- Candidate performance analytics

The system must provide real-time operational dashboards including:

- Active candidate count during examinations
- System load and resource utilization metrics

- Real-time examination status monitoring
- Proctoring alerts dashboard with live updates
- System health monitoring (API response, latency, failures)

3.2.7. MANDATORY TECHNICAL DEMONSTRATION

Each bidder shall conduct a live demonstration of the proposed Digital Examination Portal during the technical evaluation stage. The demonstration must be performed using the actual proposed system or a production-ready demonstration environment.

The demonstration shall include, at minimum, the following:

1. Administrator login and role-based access control.
2. Creation and configuration of an examination.
3. Bulk candidate upload and candidate assignment.
4. Candidate login with secure authentication.
5. Candidate photograph capture before examination commencement.
6. Display of examination instructions and declaration acceptance.
7. Randomized MCQ question delivery.
8. Answer navigation using next and previous controls.
9. Auto-save of candidate answers within 30 seconds.
10. Temporary network interruption and continuation without answer loss.
11. Prevention of multiple concurrent logins using the same candidate credentials.
12. Final submission with server-side validation.
13. Automatic MCQ evaluation and score generation.
14. Generation of candidate answer script in PDF format.
15. Generation of CSV and PDF reports.
16. Continuous webcam recording or equivalent proctoring evidence capture.
17. Chunked video upload or equivalent data-loss prevention mechanism.
18. Face detection, no-face detection and multiple-face detection.
19. Tab switching and window focus loss detection.
20. Live invigilator monitoring dashboard.
21. Real-time proctoring alerts dashboard.
22. Invigilator warning or message sent to candidate during examination.
23. Post-exam review of flagged candidate sessions.
24. Audit log review for candidate and administrator activities.
25. Real-time system dashboard showing active candidates, API response status, latency, errors and system health.

3.2.8 ADDITIONAL REQUIREMENT AND CONDITIONS

- Short listed candidates shall be re-checked through examination recordings and proctoring evidence.
- The system shall support the ability to notify candidates regarding detected fraud or suspicious activities.
- A declaration statement must be presented for candidate acceptance and confirmation prior to commencing the examination.
- Candidates shall be responsible for ensuring alternative arrangements for power supply and internet connectivity in the event of failures or signal interruptions.

- In the event of temporary signal or connectivity failures on the candidate side, the system shall support recovery and continuation of the examination from the point of interruption without data loss.
- Candidate marks shall be displayed immediately upon completion of the examination and an automated notification email shall be sent to the candidate.
- No opportunity for re-scrutinization or re-evaluation of answer scripts shall be provided to candidates.
- In the event of any issue arising from the software solution or contractor-related failures, the entire task shall be re-performed at the contractor's own expense.
- The examination duration shall be configurable to either 1.5 hours or 2 hours as determined by CPSTL.
- Examination questions shall be provided in a compatible upload format for direct import into the examination system.
- Unauthorized disclosure, leakage, copying, or distribution of MCQs and examination content shall be treated as a serious legal violation subject to applicable laws and penalties.
- The proposed solution shall support long-term retention and accessibility of examination scripts, results, logs, and associated system data for a minimum period of twelve (12) years.
- Any future software upgrades or version changes provided by the contractor shall ensure full backward compatibility without loss of historical examination data.
- As the current HR plans included this examination procedure as a recurring operational requirement
- All candidates' answer scripts shall be submitted to the CPSTL HR Department in PDF format (soft copy) and printed hard copies with signatures.

3.3 ANSWER SAVING AND LOAD OPTIMIZATION

The platform must implement optimized answer synchronization to support large-scale candidate participation.

The system shall include:

- Instant answer saving within the browser
- Synchronization to server when navigation occurs
- Synchronization during submission
- Background synchronization where required
- User interface operation without dependency on API response delays
- The system must implement automatic answer saving at intervals not exceeding 30 seconds to prevent data loss during examination sessions.
- Automated backups must be performed at regular intervals not exceeding 15 minutes during active examination sessions.

3.4 CLOUD INFRASTRUCTURE REQUIREMENTS

The system shall be deployed in a **Public Cloud Environment**.

The infrastructure must support high availability and scalability using the following services or equivalent:

Compute & Backend

- Cloud virtual machines
- Auto scaling infrastructure
- Load balancing services

Database

- Managed relational database services
- multi-availability zone deployment

Storage

- Object storage for media files
- Automated backups
- Lifecycle management

Networking

- Virtual private cloud network isolation
- Content delivery network (CDN)

Security

- Web Application Firewall
- SSL certificate management
- Identity and access management

Monitoring

- System logging
- Security logging
- Performance monitoring

Disaster Recovery

The system must support a Disaster Recovery mechanism with

- Recovery Time Objective (RTO): ≤ 2 hours
- Recovery Point Objective (RPO): ≤ 15 minutes

3.5 SERVER AND HOSTING COMPONENTS

The proposed architecture must include the following components.

Student Exam Portal

Hosting Platform: Cloud object storage with CDN

Purpose: Deliver examination interface with minimal latency to **9,000+ concurrent candidates**.

Exam Core Backend

Application servers responsible for:

- Exam start
- Answer saving
- Submission processing
- Evaluation
- Result processing

Servers must support scalability through load balancing.

Database Infrastructure

Managed database service supporting:

- High availability deployment
- Automatic failover
- Read replicas for reporting workloads

AI Proctoring System

Dedicated infrastructure must be implemented for:

- AI event processing
- Integrity scoring
- Monitoring dashboards
- Live invigilator monitoring

3.6 CYBERSECURITY REQUIREMENTS

The proposed solution must follow internationally recognized cybersecurity standards.

Security capabilities must include:

- Secure authentication mechanisms
- Encryption of data at rest and in transit
- Role-based access control
- Secure media storage
- Examination tampering prevention
- Comprehensive audit logging

Phase 1: Secure Concept & Requirements Phase

Security Requirements

The vendor must:

Define **security objectives** aligned with:

- i. OWASP Top 10 (latest version)
- ii. OWASP ASVS (minimum Level 2 for e-commerce)
- iii. PCI DSS (for payment handling)
- iv. Data Protection and Privacy principles
- v. NIST Cybersecurity Framework
- vi. ISO 27001 Information Security principles

Perform **business risk analysis** specific to e-commerce (payments, PII, authentication, fraud).

Identify **regulatory and compliance requirements** (data protection, payment security).

Mandatory Security Activities

- i. Threat modeling (STRIDE or equivalent)
- ii. Abuse case and misuse case identification
- iii. Data classification (PII, payment data, credentials)
- iv. Security acceptance criteria definition

Vulnerabilities Addressed at This Phase

- Insecure business logic
- Missing security requirements
- Improper access control design
- Weak authentication concepts
- Data exposure risks
- Regulatory and compliance gaps

Phase 2: Secure Design Phase

Security Requirements

- The vendor must ensure **secure-by-design architecture**, including:
- Secure system and application architecture
- Secure API and integration design
- Defense-in-depth approach
- Zero-trust principles where applicable

Mandatory Security Controls

- Secure authentication and authorization model (RBAC/ABAC)
- Secure session management design
- Encryption design (data at rest and in transit)
- Secure payment gateway integration design
- Secure error handling and logging design
- Secure third-party and dependency design

Mandatory Security Activities

- Architecture risk analysis
- Threat modeling validation
- Secure design review and sign-off

Vulnerabilities Addressed at This Phase

- Broken access control
- Insecure authentication design
- Insecure cryptographic design
- Insecure API design
- Session fixation risks
- Insecure third-party integrations

Phase 3: Secure Development (Implementation) Phase

Security Requirements

- The vendor must follow **secure coding standards** and **security-focused development practices**.

Mandatory Security Practices

- Secure coding guidelines (OWASP Secure Coding Practices)
- Input validation and output encoding
- Strong authentication implementation
- Authorization checks on every sensitive function
- Secure password handling and hashing
- Secure file upload handling
- Secure API implementation
- Secure dependency management

Mandatory Security Testing

- Static Application Security Testing (SAST)
- Software Composition Analysis (SCA)
- Secure code reviews
- Secrets management and leakage prevention

Vulnerabilities Addressed at This Phase

- SQL Injection
- Cross-Site Scripting (XSS)
- Cross-Site Request Forgery (CSRF)
- Insecure deserialization
- Hardcoded credentials
- Dependency vulnerabilities
- Improper error handling
- Insecure file uploads

Phase 4: Secure Testing & Validation Phase

Security Requirements

- Security testing must be conducted **before production deployment** and must cover **all risk levels**.

Mandatory Security Testing

- Dynamic Application Security Testing (DAST)
- Manual web application penetration testing
- API security testing

- Authentication and authorization testing
- Business logic testing (e-commerce flows)
- Payment and checkout flow testing

Vulnerability Management

All Critical and High vulnerabilities must be fully remediated

- Medium and Low vulnerabilities must be:
- Remediated OR
- Accepted only with documented risk approval

Deliverables

- Detailed VAPT report
- Proof of remediation (re-test results)
- Risk acceptance documentation (if applicable)

Vulnerabilities Addressed at This Phase

- Broken authentication
- Business logic flaws
- Privilege escalation
- Session hijacking
- Payment manipulation
- Insecure redirects
- Client-side security weaknesses

Phase 5: Secure Deployment & Release Phase

Security Requirements

The vendor must ensure **secure configuration and hardening** prior to go-live.

Mandatory Security Controls

- Secure server and application configuration
- HTTPS enforcement and TLS hardening
- Secure headers implementation
- Web Application Firewall (WAF) readiness
- Secure secrets management
- Logging and monitoring enablement

Vulnerabilities Addressed at This Phase

- Security misconfiguration
- Insecure default settings
- Weak TLS configurations
- Missing security headers
- Exposure of sensitive information

Phase 6: Post-Deployment Security & Maintenance

Security Requirements

Security must continue **after production release**.

Mandatory Activities

- Periodic vulnerability scanning
- Patch and dependency updates
- Incident response readiness
- Security monitoring and alerting
- Annual or major-change VAPT

Vulnerabilities Addressed at This Phase

- Newly discovered vulnerabilities
- Configuration drift
- Dependency and third-party risks

Final Security Assurance Requirement

The final e-commerce web application **must be free of all Critical and High vulnerabilities**.

Medium and Low vulnerabilities **must be addressed, mitigated, or formally accepted**.

A **final security sign-off** is mandatory before production deployment.

Security deliverables are considered **part of the project scope**

3.7 SECURITY AUDITS

The selected Proposer must conduct the following security assessments annually:

- Web Applications Vulnerability Assessment and Penetration Testing (VAPT)
- Cloud infrastructure security audit
- API security audits

Audit reports must be submitted to CPSTL.

3.8 IMPLEMENTATION TIMELINE

The complete system must be implemented within **30 calendar days from the date of contract award**.

Implementation Phases

Phase	Duration
Requirement analysis	2 days
Development and configuration	10 days
System testing and mock examinations	2 days
User acceptance testing	2 days
Deployment and go-live	1 days

Total implementation period: **17 days**

3.9 — TRAINING AND KNOWLEDGE TRANSFER

The Proposer must provide training programs including:

- Administrator training
- Examination staff training
- Technical system handover

3.10 — MANAGED SERVICES

The Proposer must provide managed services including:

- 24×7 system monitoring
- Incident management
- Examination-day operational support
- Candidate and administrator assistance
- Capacity planning and system optimization

3.11 ANNUAL MAINTENANCE CONTRACT

Annual maintenance services must include:

- Bug fixes and system enhancements
- Security vulnerability patching
- Database performance optimization
- Platform upgrades
- SLA-based support via email, phone, and ticketing systems

3.12 SERVICE LEVEL AGREEMENTS (SLA)

The proposed system must adhere to the following minimum performance standards:

- System Availability (Uptime): $\geq 99.5\%$ during examination periods
- Average Response Time: ≤ 2 seconds under peak load conditions
- Maximum Concurrent Load Handling: Minimum 10,000 users without degradation
- Incident Response Time:
 - Critical Issues: ≤ 15 minutes
 - High Priority Issues: ≤ 1 hour
- Resolution Time:
 - Critical Issues: ≤ 2 hours

PRICE SCHEDULE
PROCUREMENT OF DIGITAL EXAMINATION PORTAL

RFP No.: KPR/30/2026

Description	Cost (LKR) (Excluding TAX)	Remarks
Application Development		
Cloud Hosting		
Per Candidate		
Per Session		
Annual Maintenance Contract		
Managed Services		
Trainings		
Any Other Chargers		
Discounts		
Final Total Payable		
Total Cost without taxes		
(Less) Discount if any		
Total cost after discount		
SSCL 2.5% (If applicable)		
Total Without Vat [Total Carried To "Form Of Financial Proposal"]		
18% VAT (if applicable)		
Total cost with all taxes		

VAT Registration no :- SSCL Registration no :-

[Please Attached Copy of the SSCL Registration & Copy of the VAT Registration (if applicable)]

"If any taxes are not mentioned separately such taxes will be considered as not relevant for the Proposal"

Name of the Proposer :.....

Address :.....

.....

Contact No: E-mail:

Signature of the Proposer: **Date:**.....

(Common Seal)

Duplicate

ANNEXTURES

1. TECHNICAL PROPOSAL SUBMISSION FORM

Dear Sir,

PROCUREMENT OF DIGITAL EXAMINATION PORTAL

RFP No.: KPR/30/2026

To:

The Chairman
Department Procurement Committee (Minor)
C/o Manager – Procurement
Procurement Function
Ceylon Petroleum Storage Terminals Limited
Kolonnawa, Wellampitiya.

Dear Sir/Madam,

Having examined the Request for Proposal (RFP) document, including all conditions, requirements, specifications, and amendments (if any), we, the undersigned, hereby submit our Technical Proposal for the above-mentioned procurement.

We confirm that:

1. We have carefully examined and understood the requirements specified in the RFP and agree to comply with all conditions contained therein.
2. Our Technical Proposal includes the required technical details, implementation methodology, project schedule, experience details, qualifications, and all supporting documents required under the RFP.
3. The information provided in our Technical Proposal is true, accurate, and complete.
4. We undertake to provide the required services in accordance with the requirements of CPSTL and the conditions of the Contract, if our Proposal is accepted.
5. We acknowledge that the Financial Proposal has been submitted separately in a sealed envelope and that no financial information is included in this Technical Proposal.
6. We agree to be bound by this Technical Proposal for the validity period specified in the RFP.
7. We undertake to maintain confidentiality of all information received from CPSTL during the procurement process and execution of the Contract.

Proposer Information

Name of Proposer:

Address:

Telephone No.:

Email Address:

Name of Authorized Representative:

Designation:

Signature:

Date:

Official Seal:

.....

(Common Seal)

Witnesses:

1. Signature: **2. Signature:**

Name: Name:

Address: Address:

.....

.....

2. FINANCIAL PROPOSAL SUBMISSION FORM**PROCUREMENT OF DIGITAL EXAMINATION PORTAL****RFP NO.: KPR/30/2026**

To:

The Chairman

Department Procurement Committee (Minor)

C/o Manager – Procurement

Procurement Function

Ceylon Petroleum Storage Terminals Limited

Kolonnawa, Wellampitiya.

Dear Sir/Madam,

Having examined the Request for Proposal (RFP) document, we, the undersigned, hereby submit our Financial Proposal for the above-mentioned procurement.

We confirm that:

1. We have reviewed and accepted all requirements, conditions, and specifications specified in the RFP.
2. The prices quoted in our Financial Proposal are complete and include all costs required for successful implementation, deployment, testing, training, warranty, and support services as specified in the RFP.
3. Our Financial Proposal shall remain valid for the period specified in the RFP.
4. We understand that CPSTL will evaluate the Financial Proposal only after completion of the Technical Proposal evaluation and opening of Financial Proposals of technically responsive Proposers.
5. We agree that the prices quoted shall remain fixed during the Contract period unless otherwise specified in the Contract.
6. We undertake to execute the Contract in accordance with the RFP requirements if awarded the Contract.

Total Financial Proposal Value

Amount in Figures : LKR

Amount in Words : LKR.....

VAT : LKR

Total Amount Including Taxes: LKR

Proposer Information

Name of Proposer:

Address:

Telephone No.:

Email Address:

Name of Authorized Representative:

Designation:

Signature:

Date:

Official Seal:

Witnesses:

1. Signature: **2. Signature:**

Name: Name :

Address: Address:

.....

.....

3. NON-COLLUSION AFFIDAVIT

PROCUREMENT OF DIGITAL EXAMINATION PORTAL

RFP No.: KPR/30/2026

I, the undersigned Proposer/ Proposer's representative/ Proposer'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 Proposal;

I, nor any person who represents me have acted to prevent any person from submitting a Proposal or to induce any person to refrain from submitting a Proposal in connection with the intention for Proposal (RFP Ref. No. KPR / 30/ 2026);

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

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 Proposal.

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 Proposal.

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)

4. FORMAT OF PROPOSAL SECURITY GUARANTEE

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

.....

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

Beneficiary: Ceylon Petroleum Storage Terminals Limited,

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

Proposal Guarantee No: *[insert (by issuing agency) number]*

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

We have been informed that*[insert (by issuing agency) the name of the Proposer; if a joint venture, list complete legal names of partners]* (hereinafter called “the Proposer”) has submitted to you its Proposal dated*[insert (by issuing agency) date]* (hereinafter called “the Proposal”) for **PROCUREMENT OF DIGITAL EXAMINATION PORTAL** under Tender Reference No: KPR/30/2026 (“the Tender”).

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

At the request of the Proposer, we*[insert (by issuing agency) the name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of*[insert (by issuing agency) the amount LKR 50,000.00, (LKR Fifty Thousand)]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Proposer is in breach of its obligation(s) under the Proposal conditions, because the Proposer,

- (a) has withdrawn its Proposal during the period of Proposal validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Proposers (hereinafter “the ITP”) of the Tender; or
- (c) having been notified of the acceptance of its Proposal by the Purchaser during the period of Proposal validity,
- (i) fails or refuses to execute the Contract Form, if required, or
- (ii) fails or refuses to furnish the Performance Security, in accordance with the Conditions of Contract (hereinafter “the COC”) of the Tender.

This Guarantee shall expire:

- (a) if the Proposer is the successful Proposer, upon our receipt of copies of the Contract signed by the Proposer and of the Performance Security issued to you by the Proposer; or

Cont....

- (b) if the Proposer is not the successful Proposer, upon the earlier of our receipt of a copy of your notification to the Proposer that the Proposer was unsuccessful, otherwise it will remain in force up to [insert (by issuing agency) the date (**minimum till 16.10.2026**)]

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

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

.....

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

Seal (where applicable)

5. FORMAT OF PERFORMANCE SECURITY GUARANTEE

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

.....

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

Beneficiary: *Ceylon Petroleum Storage Terminals Limited*

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

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

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

We have been informed that*[insert (by issuing agency) name of the Supplier]* (hereinafter called “the Supplier”) has entered into Contract No. KPR/30/2026 dated*[insert date of Proposal]* with you, for the PROCUREMENT OF DIGITAL EXAMINATION PORTAL under Tender Reference No: KPR/30/2026 (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 Supplier, we *[insert (by issuing agency) the name of the issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of*[insert (by issuing agency) the amount in figures]**[insert (by issuing agency) the amount in words]*, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 2026 *[Insert (by issuing agency) date, ninety one (91) days beyond the scheduled completion date]* and any demand for payment under it must be received by us at this office on or before that date.

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

.....

[signature(s) of authorized representative(s)] Seal (where applicable)

6. FORMAT OF CONTRACT AGREEMENT – KPR/30/2026

THIS CONTRACT AGREEMENT is made and entered into at Colombo on the ..” day of 2026

BY AND BETWEEN

- (1) Ceylon Petroleum Storage Terminals Limited a Company duly incorporated under and in terms of Conversion of Public Corporation or Government Owned Business undertaking into Public Companies Act No. 23 of 1987 and registered under the Companies Act No. 07 of 2007 under the Company Registration Number PB1221, having its registered office at Nimawa, Kolonnawa, Wellampitiya, Sri Lanka (*hereinafter called and referred to as “the Purchaser” which terms or expression as herein used shall where the context so requires or admits mean and include the said Ceylon Petroleum Storage Terminals Limited, its successors, agents and assigns*) of the one part and,
- (2)a body established under the Companies Act No.07 of 2007 under the Company Registration Numberand having its registered office at(*hereinafter called and referred to as “the Supplier” which terms or expression as herein used shall where the context so requires or admits mean & include the said, its successors, agents and assigns*) as the other part.

WHEREAS the Purchaser invited Proposals for the Supply of certain Goods and ancillary services, viz., “PROCUREMENT OF DIGITAL EXAMINATION PORTAL– Tender Ref No: KPR/30/2026” and has accepted a Proposal by the Supplier for the supply of those Goods and Services in the sum of [insert price in words and figures exclusive VAT & inclusive VAT] (*hereinafter called and referred to as “the Contract Price”*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract.
 - This Contract Agreement
 - The Conditions of Contract
 - The Suppliers Proposal dated [insert the date of the Proposal]
 - Original Price Schedules
 - Letter of Award dated [insert the date of the letter of acceptance]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

Cont....

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Supplier

.....

Authorized Signature of the Supplier

(Common Seal)

For and on behalf of CPSTL

.....

Authorized Signature of CPSTL

(Common Seal)

In the presences of witness:

Name :.....

NIC No :.....

Signature :.....

Address :.....

.....

.....

In the presences of witness:

Name :.....

NIC No :.....

Signature :.....

Address :.....

.....

.....

7. FORMAT OF SIGNATURE AUTHORIZATION

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

Date: *[insert date]*

Name of Tender: PROCUREMENT OF DIGITAL EXAMINATION PORTAL Ref : KPR/30/2026

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

WHEREAS

We, *[insert complete name of the Proposer]*, having registered office at..... *[insert full address of the Proposer]*, do hereby authorize following person to represent the company in submitting the Proposal for PROCUREMENT OF DIGITAL EXAMINATION PORTAL and if successful, to sign the respective agreement/contract, and to subsequently negotiate, with CPSTL.

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

.....

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

.....

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

.....

Duly authorized to sign this Authorization on behalf of:

[insert complete name of the Proposer]

Authorized Officer of the Proposer [Name]:

.....

Capacity *(Proprietor/Partner/Chairman/Director):*

.....

Signature:

Company Seal (Rubber Stamp)

Date:

8.CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**NON-COLLUSION AND NON-DISCLOSURE AGREEMENT****PROCUREMENT OF DIGITAL EXAMINATION PORTAL****PROPOSAL REF : KPR/30/2026**

This Agreement is entered into in connection with the above-mentioned consultancy assignment.

This Non-Collusion and Non-Disclosure Agreement ("Agreement") is made on this ____ day of _____ 2026 between:

Ceylon Petroleum Storage Terminals Limited incorporated under the provisions of the conversion of public corporation or Government owned business undertaking into public companies Act No. 23 of 1987 and Companies Act No.07 of 2007, having its registered office at Oil Installation, Kolonnawa, Sri Lanka (*hereinafter called and referred to as the "CPSTL" which terms of expression as herein used shall where this context so requires and admits mean & include the said Ceylon Petroleum Storage Terminals Limited& its successors & assigns*)

And

Name [insert name of the authorized person to sign the Proposal/contract]:

_____, of _____
 _____ (hereinafter referred to as the
 "(hereinafter referred to as the "Service Provider").").

IN CONSIDERATION of the mutual covenants and obligations contained herein **IT IS HEREBY AGREED** as follows: -

1) For the purposes of this Agreement: -

- a) "**Confidential Information**" shall mean all information of the Disclosing Party (hereinafter defined), whether commercial, personal, financial, technical or otherwise, disclosed to the recipient in connection with the business purpose specified in the Schedule 1 hereto ("**the Business Purpose**") whether disclosed orally, in documentary form, by demonstration or otherwise) which is contained in any form whatsoever (including without limitation data, drawings, films, documents and computer readable media) and which is marked or otherwise designated to show expressly or by necessary implication that it is confidential or proprietary to the Disclosing Party.
- b) "**Disclosing Party**" means the party furnishing Confidential Information and "**the recipient**" means the party receiving it in the particular case.

2) Each party undertakes in respect of Confidential Information for which it is the recipient:

- a) to treat such Confidential Information disclosed by the Disclosing Party as confidential;

- b) not without the Disclosing Party's prior written consent in each case to communicate or disclose any part of such Confidential Information to any person except: -
 - i) only to the directors, officers, employees, agents, representatives and affiliates of the recipient on a need-to-know basis who are concerned with the Business Purpose;
 - ii) the recipient's auditors, and professional advisers and any other persons or bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the recipient;
 - iii) pursuant to a requirement of a governmental body or regulatory authority, law, regulation or order of a court of competent jurisdiction;
 - c) to ensure that all persons mentioned in paragraphs (b)(i) and (b)(ii) above are made aware, prior to the disclosure of such Confidential Information, of the confidential nature thereof, that they owe a duty of confidence to the Disclosing Party and agree to hold such Confidential Information in confidence in accordance with the terms of this Agreement; and to use its reasonable endeavours to ensure that such persons comply with such obligations;
 - d) not to use or circulate such Confidential Information within its own organisation except solely to the extent necessary for the purposes of the Business Purpose or any other purpose the Disclosing Party may hereafter expressly authorise in writing;
 - e) to use all reasonable endeavours to effect and maintain adequate security measures to safeguard such Confidential Information from unauthorised access, use and misappropriation;
- 3) The obligations of confidentiality in Clause 2 above shall not apply:-
- a) to any portion of Confidential Information where the recipient can demonstrate that the Confidential Information concerned:-
 - i) is or has become publicly known through no fault of the recipient, its employees, agents and sub-contractors; or
 - ii) is lawfully received from an independent third party without any restriction and without any obligation of confidentiality; or
 - iii) is already known to the recipient with no obligation of confidentiality at the date it was disclosed by or obtained from the Disclosing Party; or
 - iv) is disclosed without restriction by the Disclosing Party to any third party.
 - b) to any development made by the recipient which is independently developed by the recipient without access to or use of the Disclosing Party's Confidential Information.

- 4) All Confidential Information furnished by or obtained from the Disclosing Party shall be and remain the property of the Disclosing Party.
- 5) On demand or upon the completion or termination of the Business Purpose, the recipient shall upon written request promptly return to the Disclosing Party the Confidential Information furnished to it by the Disclosing Party. Within fourteen (14) days of such request, the recipient shall certify in writing to the Disclosing Party that it has fully complied with its obligations under this Clause. Notwithstanding the foregoing, the recipient shall be entitled to retain one copy of the Confidential Information of the Disclosing Party, received or made in connection with this Agreement for legal, regulatory or compliance purposes and shall continue to treat the same confidentially.

6) Indemnity & Undertakings

- a) Subject to the provisions of, and limitations contained in this Agreement, each party shall upon demand indemnify, hold harmless and defend the other party and its respective directors, officers and employees from and against any claim, loss (including reasonable legal costs and expenses on a full indemnity basis) or liability incurred or suffered by any of those indemnified arising out of or in connection with this Agreement, or arising from any suit, action or proceeding by any third party against any of those indemnified, to the extent such claim, loss or liability was caused by any wilful, unlawful or negligent act or omission of, or by any breach of any warranty or obligation in this Agreement by, the indemnifying party, its officers, employees, agents or sub-contractors as the case may be.
- b) The recipient undertakes and guarantees that all the instruments/ documents/ agreements/ records/ information coming to it shall be handled by them as if same are items of value and shall remain the absolute property of the Disclosing Party and the recipient shall afford to these items all care in their handling as a prudent man would afford in handling similar matters in similar circumstances. In the event the Disclosing Party incurs any liability or pays any damages due to failure of the recipients to afford such care as mentioned above the recipient will be liable to pay the actual liability incurred or actual damages paid by the Disclosing Party, if any

7) Conflict of Interest

The Recipient represents and warrants that neither it nor its directors, officers, employees, consultants, agents, or any person having access to the Disclosing Party's Confidential Information has any actual, potential, or perceived conflict of interest that could compromise the confidentiality, integrity, or fairness of the Business Purpose.

The Recipient shall immediately disclose in writing to the Disclosing Party any actual, potential, or perceived conflict of interest, including but not limited to where the Recipient, its employees, or their immediate family members (including spouse, parents, children, or siblings) are employed by, own shares in, advise, or otherwise have a financial or business interest in any entity participating or intending to participate in the same procurement or tender process.

Upon such disclosure, the Disclosing Party shall have the sole discretion to determine whether appropriate mitigation measures are sufficient or whether the Recipient or the relevant individual should be excluded from access to confidential information or from further participation.

Failure to disclose such conflict of interest shall constitute a material breach of this Agreement and shall entitle the Disclosing Party to terminate this Agreement immediately and seek all available legal and equitable remedies, including damages and injunctive relief.

8) Effect of the Agreement

This Agreement shall become effective as of the date of this Agreement and the obligations herein set out shall be perpetual and shall not be affected by the termination of this Agreement or the completion of the Business Purpose.

9) Representations and Warranties

The signatory/ies of the either party warrants that he/she/they has/have full authority and power to enter into this Agreement and has obtained all necessary consents and approvals.

10) Governing Law & Dispute Resolution

This Agreement shall be governed by and construed in all respects in accordance with laws of Sri Lanka and the parties submit to the exclusive jurisdiction of the Courts of Sri Lanka.

By signing below, the parties acknowledge that they have read, understood, and agreed to abide by the terms and conditions of this Agreement.

**For Ceylon Petroleum Storage Terminals Limited
(CPSTL)**

Designation: _____

Signature: _____

Date: _____

Service Provider

NIC No.: _____

Signature: _____

Date: _____

Witnesses to the signature of the said

COMPLIANCE / DEVIATIONS SHEET

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

S/N	Requirement/Condition	Complied	Deviations
01	Public Contract Registration (Certificate PCA-03) as per ITP clause 1.6, submitted (if applicable)		
02	Copy of Business registration as per ITP Clause 1.7 submitted		
03	Signature Authorization Letter as per ITP clause 1.9, submitted		
04	Proposal Security as per ITP clause 1.18, submitted		
05	Duly filled, stamped & signed Schedule of Prices as per ITP clause 1.20 and Schedule “A”, submitted		
06	Duly filled, stamped & signed Technical Proposal Form as per ITP clause 1.10.1 and Annexure "A-1", submitted		
07	Duly filled, stamped & signed Financial Proposal Form as per ITP clause 1.10.2 and Annexure "A-2", submitted		
08	Compliance with non-collusion and non-disclosure agreement as per ITP clause 1.19, in case of award		
09	Compliance with Performance Security as per COC clause 2.1, in case of award		
10	Compliance with Contract Agreement as per COC clause 2.2, in case of award		
11	Compliance with Deliverables as per COC clause 2.3, in case of award		
12	Compliance with Mode of Payment as per COC clause 2.4, in case of award		
13	Company Profile, and other statutory registration documents, where applicable.		
14	Documentary evidence demonstrating the Proposer's eligibility and qualifications, including experience, technical capability, financial capacity, and other supporting documents required under this RFP		
15	Technical Compliance/Deviation Sheet, duly completed in the format provided in Attachment 01,		
16	Supporting technical documents, including brochures, catalogues, product literature, implementation methodology, project implementation plan, project schedule, proposed project team, and any other documentary evidence necessary to substantiate the compliance declared in the Technical Compliance/Deviation Sheet.		
17	Any other documents specified in this RFP to be submitted as part of the Technical Proposal		

Signature of the Proposer:

Date:.....

(Common Seal)