



CEYLON PETROLEUM STORAGE TERMINALS LIMITED

BIDDING DOCUMENT

NATIONAL COMPETITIVE BIDDING (NCB)

HIRING OF 02 NOS. MOTOR CARS (SELF-DRIVEN) ON MONTHLY RENTAL BASIS

BID REF NO: KPR/71B/2024

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

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/ +94-11-2547238
FAX : +94-11-2074299
E-Mail : procure@cpstl.lk



INVITATION FOR BIDS (IFB)

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

HIRING OF 02 NOS. MOTOR CARS (SELF-DRIVEN) ON MONTHLY RENTAL BASIS

TENDER REF NO: KPR/71B/2024

The Chairman, Department Procurement Committee (Minor) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya, Sri Lanka hereby invites sealed bids from the eligible parties for the **Hiring of 02 Nos. Motor Cars (Self-Driven) on Monthly Rental Basis.**

Bidding will be conducted through **National Competitive Bidding procedure.**

Terms & Conditions

- | | |
|-----------------------------------|---|
| Required Vehicles | - 02 Nos. Motor Cars (SUV/Sedan/Hatchback)
<i>(Bidders may offer one or more vehicles)</i> |
| Body type | - SUV, Sedan or Hatchback |
| Fuel/Engine Type | - Hybrid/Petrol |
| Transmission Type | - Automatic |
| Engine Capacity | - 1200cc – 1600cc |
| Preferred Brand | - Brand of vehicles shall be a most popular brand in world (e.g. Toyota, Nissan, Honda, Mitsubishi, Mazda, Peugeot or equal). |
| Vehicle Condition | - Vehicles with the mileage less than 200,000 km at the point of hiring (Year of Manufacturer should be 2013 or later). |
| Contract Period | - 12 Months (Extendable) |
| Eligible Service Providers | - Vehicle Agents (Franchise holders of world-renowned vehicle brands available in Sri Lanka; Financial Institutions registered under the Central Bank of Sri Lanka; Car Rental Services, Any individual who has legal entitlement of the vehicle to be hired. |
| Services to be provided | - Service provider should bear all routine services and maintenance costs, expenses on accident repairs, other related fees covering all kind of repairs, annual licensing, emission testing and insurance (Rent-a-car insurance). |
| Replacement of Vehicles | - If repair and/or maintenance work take more than 72 hours, a similar type vehicle should be replaced. In case of failure to provide a replacement vehicle after 72 hours, or proportionate monthly hire will be deducted from monthly hire bill. |

Interested parties may refer the bidding document (*only for viewing purpose*) and obtain necessary information through the website www.cpstl.lk and the original bidding documents in English language (full set) could be obtained from the undersigned or via email on submission of a written request during working days between **0900 hrs. and 1400 hrs. up to Wednesday, 18th December 2024**, upon payment of a non-refundable bidding document fee of **Sri Lankan Rupees One thousand (LKR 1,000.00)**, per document.

Bidders are requested to inspect the bidding document prior to purchase and once it is purchased, bidding document fee is not refundable for any reason whatsoever

Bids shall be submitted on the bidding document issued by the Procurement Function-CPSTL and the original of the duly filled bids 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 **1400 hrs. on Thursday, 19th December 2024**. Late bids will be rejected.

In case, the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled bids in **PDF format** via email to tenders@cpstl.lk **to reach** on or before **1400 hrs. on Thursday, 19th December 2024**, at their own discretion. The original bid document shall be securely kept to be submitted to the Manager Procurement when requested, however their original bids will be obtained only for the filing purpose, not for verification against the e-bid.

Bids will be closed at 1400 hrs. on Thursday, 19th December 2024 and will be opened immediately thereafter at the office of Manager (Procurement) in the presence of the authorized representative of the bidders who chose to attend. Only one authorized member of respective bidder is allowed to participate /witness the tender opening procedure.

Bids shall be valid up to 16.01.2025, from the date of opening of the bid.

Bids shall be accompanied by a **bid security of Sri Lankan Rupees Thirty thousand (LKR 30,000.00)**, which shall be valid until **13.02.2025**, from the date of opening of the bid.

Bidders 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/ +94-11-2547238**, Fax: **+94-11-2074299**, Email: procure@cpstl.lk.

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

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01. INSTRUCTIONS TO BIDDERS (ITB)

DUPLICATE

01. INSTRUCTIONS TO BIDDERS (ITB)

1.1 INTRODUCTION

The Chairman, Department Procurement Committee (**DPC**) (Minor), on behalf of the Ceylon Petroleum Storage Terminals Limited (**CPSTL**), Oil Installation, Kolonnawa, Wellampitiya will receive sealed bids from eligible parties for the Hiring of 02 Nos. Motor Cars as specified in Schedule "A", under monthly rental basis.

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

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

Bids that do not conform to "Invitation to Bid" will be rejected.

ELIGIBLE BIDDERS:

- a. All bidders shall possess legal rights to supply the service under this contract.
- b. A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the service under these bidding documents.
- c. A bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA)/ National Procurement Commission (NPC) of Sri Lanka, at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA/NPC, www.npa.gov.lk/ www.nprocom.gov.lk & www.treasury.gov.lk.

1.2 CONTENTS OF BIDDING DOCUMENT

Bidding document consists of the following

- | | |
|---|-----------------------|
| 01. Instructions to Bidders (ITB) | |
| 02. Conditions of Contract (COC) | |
| 03. Specifications | |
| 04. Schedule of Prices | - Schedule "A" |
| 05. Annexures | |
| i. Form of Bid | - Annexure "A" |
| ii. Format of Bid Security Guarantee | - Annexure "B" |
| iii. Format of Contract Agreement | - Annexure "C" |

- iv. Format of Signature Authorization Letter - Annexure "D"
- v. Details of the vehicle fleet - Annexure "E"
- vi. Compliance/Deviations sheet - Annexure "F"

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

1.3 ISSUE OF BIDDING DOCUMENTS

Interested parties may refer the bidding document (*only for viewing purpose*) and obtain necessary information through the websites www.cpstl.lk and the original bidding documents in English language (full set) could be obtained from the undersigned or via email on submission of a written request during working days between **0900 hrs. and 1400 hrs. up to Thursday, 19th December 2024**, upon payment of a non-refundable bidding document fee of **Sri Lankan Rupees One thousand (LKR 1,000.00)**, per document.

Payment of the non-refundable bidding document fee is a compulsory requirement and all bids shall be forwarded only on the bidding documents purchased from CPSTL.

Bidders are requested to inspect the bidding document, which is available on www.cpstl.lk (*only for viewing purpose*), prior to purchase and once it is purchased, bidding document fee is not refundable for any reason whatsoever.

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

1.4 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION

Bidder shall produce a valid copy of the Certificate of Incorporation issued by the Registrar of Companies of Sri Lanka or Business Name Registration Certificate issued by respective Provincial Council, together with the bid (If applicable).

Any of the following party who wishes to submit a bid, 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 5,000,000.00)**.

1. An agent, sub-agent, representative or nominee must be registered **prior to the closing of the Bid/Tender**.
2. If the tender applicant and the bidder 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 bids. In case of failure to meet this legal requirement, the bid shall be rejected.

Contact details of the Registrar: Department of Registrar of Companies, "Samagam Medura", No. 400, D R Wijewardena Mawatha, Colombo 10, Sri Lanka. / 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).

1.5 DOCUMENTS AND DETAILS TO ACCOMPANY BID

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

Section I

1. **Signature Authorization Letter** - as per ITB clause 1.7 as per Annexure "D"
2. **Bid Security** for a minimum sum of Sri Lankan Rupees **Thirty thousand (LKR 30,000.00)**, which shall be **valid minimum until 13.02.2025** - as per ITB clause 1.16.
3. Original of the duly completed, signed, stamped & dated **Schedule of Prices - Schedule "A"** - as per ITB clause 1.17.
4. Original of the duly completed, signed, stamped & dated **Form of Bid-Annexure "A"** as per ITB clause 1.18.

Section II

1. Profile of the bidder (*if applicable*).
2. A copy of Certificate of Incorporation - as per ITB clause 1.4 (*if applicable*).
3. Proof of Public Contract Registration - as per ITB clause 1.4 (*if applicable*).
4. Descriptive details of the vehicle/s to be hired – Annexure "E".
5. Copy of the Certificate of Registration (CR) of the vehicle/s to be hired.
6. If the bidder has legal entitlement to use vehicle/s, copy of contract/s between the bidder and third party as a documentary proof.
7. List of clients along with the service certificates and contact details to prove similar nature of services served by the bidder.
8. Completed Compliance/Deviations sheet - Annexure "F".
9. All other details and documentary requirements as requested under this bid.

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

1.6 SEALING, MARKING & SUBMISSION OF BID

Bids shall be submitted in duplicate as per the conditions specified in this bidding document. The original & duplicate of the bid shall be placed in separate envelopes marked "**ORIGINAL**" & "**DUPLICATE**". In the event of any discrepancy between the original and duplicate, the original shall govern. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**BID FOR THE HIRING OF 02 NOS. MOTOR CARS (SELF-DRIVEN) ON MONTHLY RENTAL BASIS - KPR/71B/2024 - CLOSING DATE: 19TH DECEMBER 2024**" on the top left-hand corner & the Bidder's name & address on the bottom left-hand corner, and addressed to,

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

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

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

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

1.7 SIGNATURE AUTHORIZATION

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

If the bid is submitted directly by the absolute/legal owner of the vehicle/s, this letter is not required.

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

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

1.8 FORMAT & SIGNING OF BID

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

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

1.9 AMENDMENTS/ CLARIFICATIONS OF BIDDING DOCUMENT

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

A prospective bidder requiring any clarification regarding the provisions or terminology of the bidding document shall notify the CPSTL in writing by hand or post to the mailing address which is indicated in ITB Clause 1.6 or by email to procure@cpstl.lk, ten (10) days prior to the deadline for submission of bids. Similarly, if a bidder feels that any important provision is unacceptable, such objection shall be raised at this stage.

The CPSTL will respond in writing by post and/or by email to any such request for clarifications, modifications, objections or complaints that are received ten (10) days prior to the deadline for submission of bids. Copies of the CPSTL's response will be sent by post and/or by email to prospective bidders who have collected bidding documents, including description of the inquiry but without identifying its source, within seven (07) days prior to the closing of the bid.

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

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

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

1.10 MODIFICATION, SUBSTITUTION & WITHDRAWAL OF BID

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

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

The bidder shall provide an original and a duplicate, as specified in the ITB clause 1.6, of any modification or substitution to his bid, clearly identified as such in two envelopes, duly marked "**ORIGINAL**" & "**DUPLICATE**". The envelopes shall be sealed in an outer envelope, duly marked **BID MODIFICATION** or **BID SUBSTITUTION** - "**BID FOR THE HIRING OF 02 NOS. MOTOR CARS (SELF-DRIVEN) ON MONTHLY RENTAL BASIS - KPR/71B/2024 - CLOSING DATE: 19TH DECEMBER 2024**".

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

Bid modifications, substitutions and withdrawal notices shall be sent **to reach** the address which is indicated in ITB Clause 1.6, or by email to tenders@cpstl.lk, not later than the deadline for submission of bids.

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

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

1.11 CLOSING OF BIDS

Bids 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 Thursday, 19th December 2024 or could deposit in the tender box kept at the at the main entrance of CPSTL.

In case, the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled bidding documents in **PDF format** via email to tenders@cpstl.lk **to reach** on or before **1400 hrs. on Thursday, 19th December 2024**, subject to following conditions.

1. Submission of the bid via email is at own discretion of the bidder.
2. However, if the bidder wishes to submit a bank guarantee or a bank draft as the bid security (*Other than a direct deposit to the CPSTL bank account*), **original bank guarantee/ draft shall be sent or hand deliver to reach** above mentioned address **not later than 1400 hrs. on Thursday, 19th December 2024**.
3. The title and the closing date of the tender shall be indicated as the subject of the email.
4. Size of an email (with attachment) shall be limited to the maximum of 20 MB. In case the size of an attachment exceeds 20 MB, the bidder is requested to split the attachments and send as separate emails (i.e., 01 of 03, 02 of 03, 03 of 03 etc.,).
5. Direct links to other sites/ shared folders (e.g., Google Drive) are strictly not accepted.
6. Do not CC/BCC to any other official/personal email IDs of CPSTL staff. Bids sent to any other email IDs are strictly not entertained.
7. E-mails shall be sent well in advance enabling CPSTL to get such bids printed & sent to the bid opening table in time.
8. The original bid document shall be securely kept to be submitted to the Manager Procurement when requested, however their original bids will be obtained only for the filing purpose, not for verification against the e-bid.

Bids will be closed **at 1400 hrs. on Thursday, 19th December 2024**.

1.12 DEADLINE FOR SUBMISSION OF BIDS

The Chairman, DPC must receive bids as specified under ITB Clause 1.11 not later than the time and date stipulated. The Chairman, DPC may at his discretion, extend this deadline for submission of bids, by amending the bidding documents, in which case all right and obligations of the CPSTL and the bidders will thereafter be subjected to the deadline as extended.

1.13 LATE BIDS

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

1.14 OPENING OF BIDS

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

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

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

The Bid Opening Committee (BOC) as appointed by the DPC, will open the bids. Authorized representative of the bidders are allowed to participate/witness the bid opening procedure. Name of the bidders, bid prices, discounts, presence or absence of the requisite bid securities, and any other relevant information, which the BOC at its discretion, may consider to be appropriate, will be announced, at the opening.

1.15 MINIMUM VALIDITY PERIOD OF BIDS

All bids shall necessarily be valid for acceptance **minimum until 16.01.2025**. Bidders shall however, clearly indicate the maximum period that their bids would be valid. **A bid valid for a shorter period shall be rejected by the DPC as non-responsive.**

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

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

The request and the bidders' responses shall be made in writing. A bidder may refuse the request. A bidder agreeing to the request will not be required or permitted to otherwise

modify the bid, but will be required to extend the validity of the bid and the validity of the bid security for the period of the extension, and in compliance with ITB Clause 1.16 in all respects. If a bidder does not agree for an unconditional extension of the validity of his bid, his bid shall be rejected without forfeiting the bid security.

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

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

1.16 BID SECURITY

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

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

(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, **for a minimum sum of Sri Lankan Rupees thirty thousand (LKR 30,000.00)**, or

- iii)** in the form of direct deposit to the CPSTL bank account *(details given below) for a minimum sum of Sri Lankan Rupees thirty thousand (LKR 30,000.00)*. *(Payment receipt (Bank Slip) shall be submitted along with the bid. Reference details of the bidder [Bidder's Name, Bid Number: KPR/71B/2024] should be stated in the receipt. Payment shall be debited to CPSTL account on or before the closing time of the bids).*

CPSTL bank account details

**Ceylon Petroleum Storage Terminals Ltd
A/C No. 004-1-001-9-0208672
Corporate Banking Division
People's Bank.**

The bid security shall be unconditionally en-cashable on demand by CPSTL and shall be valid **minimum until 13.02.2025**.

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

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

In exceptional circumstance, prior to expiry of the period of validity of the bid, the DPC may request from the bidders to extend the period of validity of their bid securities for a specified additional period as described in ITB clause 1.15. If a bidder does not agree for an unconditional extension of the validity of his bid, his bid shall be rejected without forfeiting the bid security.

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

1.17 SCHEDULE OF PRICES

Offered Prices shall be in the form of **Schedule of Prices** - marked **Schedule "A"** given in the bidding document and the bidder is required to duly sign and return the same.

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

1.18 DECLARATION

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

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

1.19 PRELIMINARY EXAMINATION OF BIDS

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

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

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

1.20 CORRECTION OF ERRORS

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

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

1.21 EVALUATION OF BIDS

Detailed evaluation will be carried out to determine whether the technical aspects are properly addressed and the substantial responsiveness of the bids, which are selected at the preliminary examination.

All bids conform to the terms, conditions and specifications of the bidding document will be considered as substantially responsive bids.

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

DPC reserves the right to evaluate bids on item wise price or lump sum basis & make split orders/single order considering the economic benefit to CPSTL, provided such split orders are acceptable to the bidder/s selected by the DPC.

Bids for part supply of service may be rejected depending on the nature of the requirement.

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

1.22 POWER TO ACCEPT OR REJECT BIDS

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

1.23 AWARDING CRITERIA

Subject to ITB clauses 1.21, CPSTL shall award the contract to the successful bidder, whose bid has been determined to be substantially responsive, lowest evaluated bid, provided that the bidder is determined to be qualified to perform the contract satisfactorily.

1.24 NOTICE OF ACCEPTANCE

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

1.25 SOURCE OF FUNDS

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

1.25 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 Bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

02. CONDITIONS OF CONTRACT (COC)

DUPLICATE

02. CONDITIONS OF CONTRACT (COC)

2.1 CONTRACT AGREEMENT

The successful bidder (*hereinafter called and referred to as the Service Provider*) would be called upon to enter into an agreement with CPSTL after successful award. The contract shall be signed within twenty-one (21) days from the date of Letter of Award. A specimen of Contract Agreement is attached as per **Annexure "C"**.

2.2 COMMENCEMENT

Vehicles should be handed over to the Corporate Affairs function, CPSTL, Kolonnawa **at the date of signing of the contract.**

2.3 MODE OF PAYMENT

During the period of contract, the payment will be effected on monthly basis after receipt and acceptance of vehicles by CPSTL. The service provider shall provide the invoice on monthly basis for the services provided during each month. Minimum thirty (30) days credit facility is required after receipt of the invoice. However, if the service provider fails to provide a replacement vehicle in the event of the vehicle being away from running, CPSTL has the right to withhold monthly payment and deduct proportionate amount from monthly charge.

2.4 DEFAULTS BY SUCCESSFUL BIDDER

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

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

The service provider 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 bids.

2.5 CONTRACT NOT TO BE SUBLET

The service provider 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.

2.6 FORCE MAJEURE

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

2.7 DISPUTES

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

2.8 FURTHER INFORMATION

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

Telephone : +94-11-2572156/ +94-11-2547238

Facsimile : +94-11-2074299

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.**

06th December, 2024

03. SCOPE OF SUPPLY OF SERVICE

DUPLICATE

3.1 SCOPE OF SUPPLY OF SERVICE

- Required Vehicles** - 02 Nos. Motor Cars (SUV/Sedan/ Hatchback)
(Bidders may offer one or more vehicles)
- Body type** - SUV, Sedan or Hatchback
- Fuel/Engine Type** - Hybrid/Petrol
- Transmission Type** - Automatic
- Engine Capacity** - 1200 cc – 1600 cc
- Preferred Brand** - Brand of vehicles shall be a most popular brand in world (e.g. Toyota, Nissan, Honda, Mitsubishi, Mazda, Peugeot or equal)
- Vehicle Condition** - Vehicles with the mileage less than 200,000 km at the point of hiring (Year of Manufacturer should be 2013 or later)
- Contract type & Period** - Shall provide fully maintained vehicles for twelve months (12 months) period on a fixed monthly rental basis (Extendable).
- Eligible Service Providers** - Vehicle Agents who are franchise holders of world-renowned vehicle brands available in Sri Lanka or Financial Institutions registered under the Central Bank of Sri Lanka or Car Rental Services, Any individual who has legal entitlement of the vehicle to be hired.
- Ownership of the vehicles** - Service Provider shall offer vehicles either owned by them or possess the legal entitlement for the use of the vehicles, throughout the period of the contract (the related documents to be produced).
- Services to be provided** - Service Provider should bear all routine service and maintenance costs, including expenses on accident repairs as well as insurance and other related fees covering all kind of repairs, including annual licensing, emission testing and insurance (Rent-a-car insurance)
- Replacement of Vehicles** - If repair and/or maintenance work take more than 24 hours, or in a shorter period as per the requirement of the lessee, the lessor is required to provide a replacement vehicle of a similar type & condition. In case of failure to provide a replacement vehicle after 72 hours or proportionate monthly hire will be deducted from monthly hire bill.

Cont....

Important

1. Bidders may propose one or more vehicles in their submission.
2. Service provider shall submit a comprehensive vehicle inspection report obtained from a reputed institute (i.e. Toyota Lanka, AMW, Stafford, United Motors, Sterlin, CarChecks etc,) along with the vehicle/s.
3. Service provider shall at its own cost keep the vehicles comprehensively insured (Rent-a-car insurance) throughout the period with an insurer chosen by lessor at its absolute discretion.
3. Service provider shall ensure that the vehicles are maintained in good order and condition throughout the period. Service provider shall take further arrangement for the vehicles to be regularly serviced and maintained and for all repairs necessary to the vehicles to be promptly attended to and be done only by the service provider or any other company nominated by the service provider for that purpose.
4. All such routine services, all the maintenance and repairs of the vehicles, shall be borne by the service provider.
5. Fuel and driver will be arranged by CPSTL.
6. Vehicles shall be produced before CPSTL for a physical inspection with test drive, if required.
7. Service provider shall bear the cost of expenses on accidental repairs and other related fees. If the repairs/maintenance work takes more than seventy-two (72) hours, service provider shall provide a replacement vehicle of a similar type and condition. In case of failure to provide a replacement vehicle after 72 hours or proportionate monthly hire will be deducted from monthly hire bill.

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

04. SPECIFICATIONS

DUPLICATE

4.1 SPECIFICATION FOR MOTOR CAR

Engine	:-	4 cylinders in line, 4 stroke, water cooled, petrol driven Hybrid engine or normal petrol engine displacement of 1200cc-1600cc
Transmission	:-	04 forward + 01 reverse Automatic gear box
Wheels	:-	(14"- 16") wheel
Steering	:-	Right hand (Electrically or Hydraulically) power assisted
Body type	;-	SUV, Sedan or Hatchback
Seating capacity	:-	05 seats with safety belts, Air bags
Brake	;-	With ABS system
Dash Board	:-	with basic indicators
Air condition	:-	Air Conditioning system with C.F.C. free system

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

(Company Seal)

05. SCHEDULE

DUPLICATE

5.1

SCHEDULE OF PRICES

Description	Monthly Rental per vehicle (up to 3,000 km per month)			
	Rate excl. Taxes	SSCL	VAT	Rate incl. Taxes
Hiring of Motor Car - 01 Vehicle Brand/Make..... Model/No..... Year of Manufacture..... Present Mileage.....				
Hiring of Motor Car - 02 Vehicle Brand/Make..... Model/No..... Year of Manufacture..... Present Mileage.....				

***important: Bidders may propose one or more vehicles.**

Description	Rate for excess mileage/per km (over 3,000 km) excl. VAT
Motor Car - 01	
Motor Car - 02	

VAT Registration No. :

*"If any taxes are not mentioned separately such taxes will be considered as not relevant for the bid"
"Copies of SSCL and VAT registration certificates shall be submitted along with the bid, (if applicable)"*

Name of the Bidder :

Address :

:

Telephone: Mobile: E-mail:

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

06. ANNEXURES

DUPLICATE

6.1

FORM OF BID

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.

Dear Sir,

BID FOR THE HIRING OF 02 NOS. MOTOR CARS (SELF-DRIVEN) ON MONTHLY RENTAL BASIS- KPR/71B/2024

- A-1** Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract of the tender for the Hiring of 02 Nos. Motor Cars (self-driven) on monthly rental basis – Tender Ref No: KPR/71B/2024 referred to therein, I/we offer to complete the whole of said contract/services in conformity with the said document.
- A-2** Unless & until a formal agreement is engrossed & executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- A-3** I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- A-4** The bid I/we am/are offering is complete and fulfils the technical requirements discussed in the bidding document.
- A-5** I/We agree to abide by this bid **minimum until 16.01.2025**. Tender conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6** I/We undertake to conform to all the terms & conditions in the said tender, technical specifications & the schedule within the time specified.
- A-7** If our bid is accepted, we commit to accept the COC clause 2.3; Mode of payment.
- A-8** I/We am/are fully aware that the acceptance or rejection of any bid will be at the sole discretion of the Department Procurement Committee (Minor), Ceylon Petroleum Storage Terminals Limited.

Cont....

A-9 I/We offer

- the monthly rental for motor car/s of

..... [insert price in figures excl. VAT]

.....
[insert price in words excl. VAT]

Total rental for one year of

..... [insert total price in figures excl. VAT]

.....
[insert total price in words excl. VAT] and

for the Hiring of 02 Nos. Motor Cars (self-driven) on monthly rental basis to Ceylon Petroleum Storage Terminals Limited as detailed out in this bidding document and details of the total price is as given in the Schedule of Prices - Schedule "A".

Dated this **day of****2024** [insert date of signing].

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

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

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

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

Address :

(Common Company Seal)

Witnesses:

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

Name:

Name:.....

Address :

Address:

.....

.....

.....

.....

6.2 FORMAT OF BID 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]*

Bid 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 Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the Hiring of 02 Nos. Motor Cars (self-driven) on monthly rental basis under Tender Reference No: KPR/71B/2024 ("the Tender").

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

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

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

Cont....

This Guarantee shall expire:

- (a)** if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder
- (b)** if the Bidder is not the successful bidder, upon the earlier of our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to *[insert (by issuing agency) the date (minimum till 13.02.2025)]*

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)

DUPPLICATE

6.3

**AGREEMENT TO HIRE MOTOR VEHICLES
(AGREEMENT NO KPR/71B/2024)**

This agreement is made and entered into this ... day of 20.. by and between *[insert complete name of the lessor]* a company duly incorporated under Companies Act No.07 of 2007 having its registered office at/of *[insert address of the lessor]* under Registration certificate No. *[insert Company Registration No]* in the Democratic Socialist Republic of Sri Lanka/bearing *(insert if applicable)* (hereinafter called and referred to as "the Owner" which term or expression as herein used shall where the context so requires or admit mean and include the said *[insert complete name of the Owner]* & its/his/her heirs, successors & assigns) of the **PARTY OF THE FIRST PART.**

AND

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, Wellampitiya, Sri Lanka (hereinafter called and referred to as "the Hirer" which term or expression as hereinafter used shall mean and include the said *[insert complete name of the Hirer]* & its heirs, successors and assigns) of the **PARTY OF THE SECOND PART.**

WHEREAS the Hirer is desirous of hiring from the Owner the motor vehicle/s belonging to the Owner and described in the First Schedule to this Agreement (hereinafter referred to as the "Vehicle/s") and the Owner has agreed with the Hirer to hire the vehicle/s to the Hirer subject to and upon certain terms & conditions which have been accepted by the Hirer and the parties hereto desire to embody all of same in a formal written agreement.

NOW THIS AGREEMENT THEREFORE WITNESSETH that in consideration of the parties hereto doing, observing and performing all of the respective terms, conditions, covenants, stipulations and obligations contained in this Agreement to be done, observed and performed respectively by either of them, the parties hereto hereby agree as follows: -

1. HIRE OF VEHICLE

- (a) Subject to and upon the terms and conditions contained in this Agreement the Owner shall provide the vehicle/s to the Hirer on hire and the Hirer shall hire the vehicle/s as from the **Date** and during the entirety of the definite and ascertained period of Twelve Months (12) commencing from the **Date** and ending on the **Date** (hereinafter referred to as "the period, terms and conditions of the Agreement").

Cont...

2. INSURANCES AND LISENCES

- (a) The Owner shall at its own cost keep the vehicle/s comprehensively throughout the period with an insurer chosen by the Owner at its absolute discretion. The Hirer shall acquaint himself with the scope of the insurance cover taken by the Owner.
- (b) The Owner shall keep the vehicle/s licensed throughout the period by having a valid revenue license and applicable chargers (e.g. Emission tax etc.) in respect of the vehicle/s from a relevant authority.

3. HIRE CHARGE

- (a) The Hirer shall pay to the Owner on or before the 30th day of each and every month within the period, a monthly hire charge of the sum of **Rupees << Hire Charge In Words>> (excluding VAT) in** respect of each above mention month or the said sum of money plus such amount as shall be computed at the rate of **Rupees <<Rate per Km in words>> + (excluding VAT) (Rs. << Rate per Km in Nos>>/-+ (excluding VAT)** per each kilometer in respect of every kilometer in excess of **Three thousand kilometers (3,000 Km)** in the event that the vehicle/s has/have during such month run in excess of **Three thousand kilometers (3,000 Km)** provided however that the Hirer shall not be entitled to any reduction whatever in the monthly hire charge in the event of the vehicle/s running less than the said of **Three thousand kilometers (3,000 Km)** in any particular month, it being a condition of this Agreement that the Agreement is being entered into on the basis that the Hirer shall use the vehicle/s each month for running of **Three thousand kilometers (3,000 Km)** per month at the minimum.

4. MAINTENANCE OF VEHICLE/S

- (a) The Hirer shall ensure that the vehicle/s is/are maintained in good order and condition throughout the period. The Owner shall take further arrangement for the vehicle/s to be regularly serviced and maintained and for all repairs necessary to the vehicle/s to be promptly attended to and be done only by the Owner or any other company nominated by the Owner for that purpose.
- (b) All such routine services, all the maintenance and repairs of the vehicle, should be borne by the Owner.
- (c) The Owner shall bear the cost of expenses on accidental repairs and other related fees. If the repairs/maintenance work takes more than 24 hours, the Owner shall provide a replacement vehicle of a similar type and condition. In case of failure to provide a replacement vehicle after 72 hours or proportionate monthly hire will be deducted from monthly hire bill.

Cont....

5. USE OF VEHICLE/S

- (a) It shall be the responsibility of the Hirer to ensure that the vehicle/s is driven only by drivers who are qualified to do so and that the vehicle/s is/are driven by such drivers, with due diligence and care, so as to avoid any harm or damage to the vehicle/s.
- (b) The Hirer shall not do any act nor allow or suffer any omission which may directly or indirectly negate, nullify or render invalid the Insurance Policy over the vehicle/s obtained by the Owner in accordance with Clause 2 (a) of this Agreement.
- (c) The Hirer shall not use or suffer the vehicle/s to be used for any illegal purpose and in the event of the Owner, as the registered Owner of the vehicle/s being charged before a court, tribunal, forum, person or body for or in connection with or relating to any offence whatsoever arising from or in respect of the vehicle/s and/or the use of the vehicle/s during the period, including but not limited to a fatal or other accident, the Hirer shall forthwith thereupon keep the Owner freed, absolved and indemnified there from and any and all liabilities arising there from by appearing before such court, tribunal, forum, person or body and accepting full responsibility for such offence as the Hirer and the person in possession and custody of the vehicle/s at the time of the commission of such offence.
- (d) The Hirer shall keep the Owner also freed and indemnified at all times from all claims whatsoever whether in civil law or any other statutory or common law or otherwise however that may arise from or in respect of in connection with the vehicle/s and/or the use of the vehicle/s during the period and the Hirer shall bear all costs of the litigation and other expenses of the Owner in any action, suit or proceedings that may be brought, instituted or commenced in that respect before any court, tribunal, forum, person or body against the Owner whether jointly with the Hirer or otherwise and the Hirer shall meet in full any judgment, order, decree or award made against the Owner pursuant thereto.

6. TERMINATION OF AGREEMENT

- (a) The Hirer may terminate this Agreement with the consent of the Owner after giving one (01) month notice in writing, if the vehicle/s is/are not maintained properly by the Owner/Hirer or immediately in case of a major mechanical fault which recurs very often, provided however, that such mechanical failure is not caused by negligence and misuse by the Hirer.

Cont....

(b) The Owner and Hirer may however determine the Agreement to have been prematurely terminated prior to the expiry of the period under mutual agreement for any valid reason. In that event either party shall give three (03) month prior notice to the other party. The Hirer shall upon such premature termination of the Agreement deliver the vehicle/s to the Owner in good order and condition and pay all dues of the Owner.

7. ASSIGN ABILITY OF THE AGREEMENT

(a) The Hirer may not assign this Agreement or any rights there under in any manner howsoever and shall not part with the custody and control of the vehicle/s howsoever during the validity of the Agreement. The Hirer shall upon the termination of the Agreement at the end of the period or prematurely deliver the vehicle/s in good order and condition in accordance with the relevant provisions contained in this Agreement.

First Schedule Above Referred To

Reg. No	Make	Model	Colour	Chassis No	Engine No
<<Reg. No>>	<<Make>>	<<Model>>	<<Colour>>	<<Chassis>>	<<Engine>>

IN WITNESS WHEREOF the said Owner..... and the said Hirer..... have hereunto and to one others of the same tenor and date as These Presents set their respective hands at COLOMBO on this ... day of 20..

.....
Authorized Signature of the Owner

WITNESSES:-

The Common Seal/ the official Seal of the said (Owner) }
was affixed in the presence of

- 1.
- 2.

.....
Authorized Signature of the Hirer

WITNESSES:-

The Common Seal/ the official Seal of the said (Hirer) }
Ceylon Petroleum Storage Terminals Limited
was affixed in the presence of

- 1.
- 2.

6.4 FORMAT OF SIGNATURE AUTHORIZATION

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

Date: *[insert date].*

Name of Tender : Hiring of 02 Nos. Motor Cars (self-driven) on monthly rental basis

Tender Ref : KPR/71B/2024

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

WHEREAS

We, *[insert complete name of the bidder]*, having registered office at..... *[insert full address of the bidder]*, do hereby authorize following person to represent the company in submitting the bid for Hiring of 02 Nos. Motor Cars (self-driven) on monthly rental basis, and if successful, to sign the respective agreement/contract, and to subsequently negotiate, with CPSTL.

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

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

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

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

Designation:

Signature:

Company Seal (Rubber Stamp)

Date:

6.5

DETAILS OF THE VEHICLE/S

No.	Vehicle Brand/Make	Year of Manufacture	Model/No.	Current Mileage	Avg. Fuel Consumption km/Ltr	Number of similar type vehicles in the fleet
01						
02						
Total						

Signature of the Bidder:

Date:.....

(Common Company Seal)

6.6 COMPLIANCE / DEVIATIONS SHEET

Please mark "✓" 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 ITB clause 1.5, submitted <i>(if applicable)</i>		
02.	Signature Authorization Letter as per ITB clause 1.7 and Annexure "D", submitted		
03.	Bid Security as per ITB clause 1.16, submitted		
04.	Duly filled, stamped & signed Schedule of Prices as per ITB clause 1.17 and Schedule "A", submitted		
05.	Duly filled, stamped & signed Form of Bid as per ITB clause 1.18 and Annexure "A", submitted		
06.	Compliance with Contract Agreement as per COC clause 2.1, in case of award		
07.	Compliance with Mode of Payment as per COC clause 2.3, in case of award		
08.	Dully filled details of the Vehicle/s – Annexure "E"		

Signature of the Bidder:

Date:.....

(Common Company Seal)