



Lanka IOC

**LANKA IOC PLC
LEVEL 20 WEST TOWER
WORLD TRADE CENTRE
ECHELON SQUARE
COLOMBO 01**

TENDER NO.: LIOC/ADMN/PT-01/CAR/01/2025-26

Tender Document

Hiring of 01 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffer

Last Date & Time for Receipt of Tender : 30/05/2025 at 12:00Hrs

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INTRODUCTION

Lanka IOC, invite competitive firm offers for the **Hiring of 01 Nos. of Vehicles for Lanka IOC PLC Head Office** as per given specification in the Tender documents.

GENERAL TERMS AND CONDITIONS

Price Quote:

The bidder shall fill the quotation in the following tender documents and price bid proforma only and not in any other form. Tender will be evaluated based on the net minimum delivery cost and the party will be decided accordingly.

LIOC reserves the right to accept any tender in whole or in part and reject any or all tenders without assigning any reasons.

The Corporation is not bound to accept the lowest rate for any tender. The condition of the vehicle will be considered when finalizing the vehicle.

Offer Validity:

The rates quoted against this tender shall be valid for a period of 30 days from the date of opening of the tender and once the quotation is accepted and the order placed on the successful tenderer, the rates shall be valid till the successful completion of the contract period.

Contract Validity :

Three Years, Provision for further extension of One Year (Fourth Year) on mutual agreement on same rate, terms and conditions. Starting from 01.07.2025 till 30.06.2028

Qualification of the Bidder :

Bidder can quote for one Vehicle with their best rate.

The preference and combination will be calculated on basis of minimum cost of hiring to the Company.

If VAT and SSCL is applicable to the vendor, it shall be mentioned in price bid and will be considered for calculation of cost for commercial comparison of the bid.

Negotiations:

The Company reserves the right to negotiate with all the Tenderers.

In the event of negotiations, the Tenderer will be required to confirm the negotiations in writing within the stipulated time period.

If the Tenderer fails to comply with this requirement, the Company reserves its right to ignore his quotation at its discretion.

Payment Terms:

Signature and Seal of Contractor:

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Payments will be settled 100% against the Invoice at the start of Contract Month.

Opening and Clarification of Bids:

To assist in the scrutiny, evaluation and comparison of bids, LIOC may, at their discretion, request clarifications on the bid from the tenderer.

Amendment of Bidding Documents:

At any time LIOC may modify the bidding documents by amendment thereto. The amendment will be notified in writing and will be binding on bidders.

Language of Bid:

Bid and all correspondence and documents relating to the bid exchanged between the bidder and LIOC shall be in **ENGLISH language** and offer in terms of **Sri Lankan Rupees (LKR)**.

Offers should be addressed to the **VP, Engineering and Administration**, Lanka IOC PLC, Level 20, West Tower, World Trade Centre, Colombo – 01, Sri Lanka.

The offers should be sent to **Level 20, West Tower, World Trade Center, Echelon square, Colombo 01 on or before 30th May 2025 at 12:00hrs Sri Lanka time with all pages of the tender document needs to be signed and sealed.**

Any bid received after the last date and time shall be summarily rejected.

Regards,
For LANKA IOC PLC

Vice President – Engg & Admin

Signature and Seal of Contractor:

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CONTACT DETAILS OF TENDERER

1	Name of the Company. (Please attached photocopy of Business registration)	
2	Address	
3	Business registration No	
4	Name of the Contact person	
5	Telephone / Fax/ Email	
6	Contact Person Mobile No.	
7	Any other relevant details	

Signature and Seal of Contractor:

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DETAILS OF THE REQUIRED SERVICE (SPECIFICATIONS)

#	Description
1.	Expected vehicle models are SUV models. Types of the Vehicles preferred by Lanka IOC PLC: One (01) nos. of Toyota Prado 150 TRJ
2.	Vehicle should be full option, Automatic Driven and equipped with dash board camera and rear camera with parking assistant, exquisite seat covers car audio and Bluetooth equipment.
3.	Mileage of the vehicle should not exceed 10,000 kms
4.	Manufacture year of the vehicle should be 2023 or above
5.	Vehicles engine capacity should be in the range on 2500 CC or above
6.	All repair maintenance and periodical service by contractor on their own cost and no separate payment will be done against periodic maintenance. Including tyre replacement if not road worthy.
7.	The scope also includes, providing a replacement (same or better type & quality) at the collection of given car during the event of accident/repair or periodical service within 24 hours period.
8.	Appearance of the vehicles should be in good condition for both interior and exterior
9.	Vehicles should have Complete Comprehensive Insurance cover with rent a car and passenger covers. No separate payment will be done by Company against Accidental damages.
10.	Vehicle suppliers should have a business registration.
11.	Performance of the vehicle will be observed for the first one month and contract shall be signed if satisfied on the performance only.
12.	The firm should be registered and should furnish a copy of registration certificate in support thereof.
13.	The Supplier shall send the vehicle for periodical servicing at the cost of the Supplier, Company will neither pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be to the Supplier's liability.
14.	All periodical service to be done by supplier on time at his own cost.
15.	Set of copy of documents such as Car Registration Certificate, Revenue license Certificate & Comprehensive Insurance of Car to be submitted along with Tender documents.
16.	On discretion of Lanka IOC if services are not found satisfactory with notice period of one month.

Signature and Seal of Contractor:

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BID SECURITY DECLARATION

Format of Security Deposit from bidders in lieu of bid bond / security deposit

I/ We, the authorized signatory of M/s_____, participating in the subject Tender No: LIOC/ADMN/PT-01/CAR/01/2025-26 for the job of Hiring of 01 Nos. of vehicle for Lanka IOC PLC Head Office without Chauffer, do hereby declare that in the event:

I/ We withdraw / modify our bid during the period of bid validity

OR

I/ We commit any other breach of tender conditions/ contract

OR

I/ We fail to / refuse to initiate the execution of the awarded contract as per terms of the contract

Then I/ We could be debarred from being eligible for bidding / award of all future tender(s) of Lanka IOC PLC for a period of SIX (06) Months from the date of communication of such debarment and equivalent amounting to 10% of total contract value is to be paid by the tenderer.

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PRICE BID

Rate for Year 01 – Year 03

One (01) nos. of Toyota Prado 150 TRJ

#	Description Type/Model of the Car	Manufacture Year	Rate in LKR per month In Numbers	Rate in LKR per month In Words	Amount(LKR) (Exclusive of Tax)
1					

	Applicability of taxes – SSCL & VAT (Strike out which is not applicable)	YES / NO
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	If Yes then please mention applicable % of Taxes	
	SSCL in %	
	VAT in %	

Signature and Seal of Contractor: