



Lanka IOC

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

TENDER NO.: LIOC/ADMN/PT-02/CAR/01/2025-26

Tender Document

Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs

Last Date & Time for Receipt of Tender : 04/08/2025 at 12:00Hrs

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 2 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

INTRODUCTION

Lanka IOC, invite competitive firm offers for the **Hiring of 05 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 including all applicable taxes 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 vehicles will be considered when finalizing the vehicle.

The bidder shall quote for minimum 02 vehicles and should quote the same rate for all offered vehicles; the successful bidder shall be selected based on the lowest quoted rate and the condition of the vehicles. Further the corporation will evaluate the lowest quoted vehicles and condition of the vehicles and select the best quoted vehicles from the bidder(s).

Offer Validity:

The rates quoted against this tender shall be valid for a period of 60 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 :

Two Years, Provision for further extension of One Year (Third Year) on mutual agreement on same rate, terms and conditions. Starting from 01.09.2025 till 31.08.2027

Submission of Tender Documents:

The **tender envelope must be superscribed** clearly indicating the **tender number, due date and time of opening, name of the work tendered, and the address of the tenderer**. It must be noted that the **complete tender**, including the **price bid duly signed and stamped**, must be submitted **before the due date**.

A **copy of the business registration certificate** is also required to be submitted along with the tender. **Non-submission** of the tender documents in the manner prescribed above shall render the offer **liable for rejection**.

Tenderers to note that LIOC shall not be responsible for the postal delays in dispatch and receipt of tender documents.

Signature and Seal of Contractor:

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 3 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

Qualification of the Bidder :

The bidder should be in a position to offer a minimum of **two (02) vehicles or more**, and the **same rate** must be quoted for all the vehicles offered. **Tender bids are liable to be rejected if the bidder has not quoted for a minimum of two (02) vehicles.**

Bidders should preferably offer vehicles of the same model.

Preference and selection will be based on the **lowest overall cost of hiring** to the Company. Failure to quote the tender in the manner prescribed above shall render the offer liable for rejection.

Lanka IOC reserves the right to **select more than one vendor** for the intended job. The status of the tenderers shall be determined based on the **prices quoted**, and they shall be arranged in **ascending order**, from the lowest to the highest bidder.

The **lowest acceptable rate**, with or without negotiation and accepted by Lanka IOC, shall be offered to the required number of parties in ascending order of the prices received, requesting them to **match the lowest acceptable rate**. Upon receiving willingness from the parties to match the lowest rate, contracts shall be awarded to the required number of vendors, giving **preference in order of their original quoted prices**.

If **VAT and SSCL** are applicable to the vendor, the same must be **clearly mentioned in the price bid**, and such taxes will be considered while calculating the **commercial comparison of the bids**.

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:

Payments will be settled 100% against the Invoice at the start of the Contract Month with a **10%** deduction of withholding Tax as per the prevailing rules and regulations of the Department of Inland Revenue.

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 or ask any other additional documents.

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.

Signature and Seal of Contractor:

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 4 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

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 04th Aug 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:

	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 5 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

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:

	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 6 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

DETAILS OF THE REQUIRED SERVICE (SPECIFICATIONS)

#	Description
1.	Types of the Vehicles preferred by Lanka IOC PLC: Five (05) nos. of Toyota Axio Hybrid Sedan Car/ Honda Vezel SUV or equivalent model
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.	Manufacture year of the vehicle should be 2021 or above.
4.	Vehicles engine capacity should be in the range on 1496 CC or above.
5.	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.
6.	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.
7.	Appearance of the vehicles should be in good condition for both interior and exterior
8.	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.
9.	Vehicle suppliers should have a business registration.
10.	Performance of the vehicle will be observed for the first one month and contract shall be signed if satisfied on the performance only.
11.	The firm should be registered and should furnish a copy of registration certificate in support thereof.
12.	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.
13.	All periodical service to be done by supplier on time at his own cost.
14.	Set of copy of documents such as Car Registration Certificate, Revenue license Certificate & Comprehensive Insurance of Car to be submitted along with Tender documents.
15.	On discretion of Lanka IOC if services are not found satisfactory with notice period of one month.

Signature and Seal of Contractor:

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 7 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

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-02/CAR/01/2025-26 for the job of Hiring of 05 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.

VEHICLE SUPPLY DECLARATION

Format for supplying newly purchased vehicle if the bidder selected

I/ We, the authorized signatory of M/s_____, participating in the subject Tender No: LIOC/ADMN/PT-02/CAR/01/2025-26 for the job of Hiring of 05 Nos. of vehicle for Lanka IOC PLC Head Office without Chauffer, do hereby declare that in the event:

I/ We will submit the documents within the offer validity period (60 days) related to the vehicle such as vehicle registration certificate and revenue license once the tender is finalized.

I/ We fail to submit the above documents within the given time frame

Then I/ We could be debarred from awarding the tender and LIOC is not liable for making any payment for the supply of vehicle (s) for during the given time frame.

Signature and Seal of Contractor:

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 8 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

Draft Agreement

This agreement made and entered into at Colombo on this **XX**day of **XXX XXX (XXXX)** by and between **XXXXXXXXXX**, a Company duly incorporated in Sri Lanka having its registered office at **XXXXXXXXXX**. in the Democratic Socialist Republic of Sri Lanka (herein after called and referred to as the LESSOR which term shall where the context so requires or admits mean and include the said **XXXXXXXXXX** its successors and assigns) of the ONE PART, and Lanka IOC PLC having its registered office at Level 20, West Tower, WTC , Colombo 01.(herein after called and referred as “the Lessee” which term or expression as herein used shall where the context so requires or admits mean and include the said Lanka IOC PLC and its successors and assigns) of the **SECOND PART**.

WHEREAS the Lessor is the lawful registered owner of the vehicles and has the legal right to lease the vehicles together with its fixtures, fittings and accessories morefully described in the schedule, hereto. (herein referred to as the “**said Motor Vehicles**”)

WHEREAS the Lessor has agreed with the Lessee to lease the said motor vehicle and the Lessee has agreed to take on lease from the Lessor the said vehicles, subject to the terms and conditions, hereinafter set out and contained for a period commencing **from 01st September 2025 and ending on 31st August 2027** (herein referred to as the said Term)

NOW This agreement therefore witnesseth the both parties observing and performing all of the respective terms and conditions in the agreement to be done, and the parties hereto hereby agree as follows –

1. HIRE CHARGES

- a. The LESSEE shall pay a sum of **Rupees XXXXXX herein after referred to as hiring charges per vehicle** for every month at the beginning of each month during the said Term .

2. USE OF VEHICLE

- a. The Lessee shall ensure that only authorized and competent persons, having a valid Sri Lankan or an International driving License, shall drive the motor vehicle at all times.
- b. The Lessee shall ensure that the person who is driving the said Motor Vehicle be in good health and shall not drive under the influence of liquor, narcotics or any other dangerous drugs when driving the vehicle.
- c. The Lessee shall not use the said motor vehicle in contravention of any laws or regulations in Sri Lanka and it will not be used for any other purpose(s) whether legal or otherwise, including the towing of another vehicle or for racing. Damage to engine, gear box ,differential of the vehicle resulting from running without coolant , with broken fan belt or without adequate oil, should be borne by LESSEE.
- d. The vehicle should be used only by the agreed lessee and or/its officers and Directors any third party can't use the vehicle. The lessee is liable for the claims arising from the third party.

3. MAINTENANCE OF VEHICLE

- a) The Lessee shall make available the said Motor Vehicle for inspection on an agreed day each month for an inspection.
- b) The Lessor shall service the said motor vehicle. For any running repairs the LESSOR should be officially informed immediately.

Signature and Seal of Contractor:

 Lanka IOC	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 9 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

4. VEHICLE REPLACEMENT

- a) In the event of the vehicle being in a condition not suitable for the use of the LESSEE for any reason whatsoever, the LESSOR shall provide another motor vehicle or a similar type within 24 hours period for the use of the LESSEE until such time the vehicle is available for use by the LESSEE. If failed to supply an equivalent vehicle within 24 hours period by the LESSOR, the LESSEE will hire an another vehicle and the LESSOR should bare the hiring cost until the vehicle is supplied in suitable condition.

5. LICENCE & INSURANCE

- a) LESSOR shall keep the vehicle licensed throughout the said Term by having a valid revenue license in respect of the vehicle from the relevant authority
- b) Lessor shall get a Comprehensive Insurance cover for each said motor vehicle. In the event of an accident, the Lessor should be notified immediately. An entry should be made at the nearest Police station.

6. LOSS OF THE VEHICLE

The LESSEE shall inform the Lessor immediately any loss or damage to the vehicles during the term of the contract. In such event the Lessee shall give its fullest corporation to find the vehicle and/or to claim the insurance.

7. EXCLUSION OF LIABILITY

The LESSEE shall accept the vehicles at the delivery, and be satisfied that the vehicle is road worthy, safe and in good order and condition as an ordinary person would do.

8. TERMINATION OF AGREEMENT

- a) Either party is entitled to terminate the contract before the expiry of the contract by giving written notice of such **termination 30 days (01 month)** before the effective date of the termination.
- b) or LESSEE shall pay 01 month rental at the event of immediate termination.
- c) If the vehicle is not maintained properly or if the LESSEE is unable to fulfill the above requirements the LESSOR have the right to terminate the agreement and withdraw the vehicle at the end of the month immediately proceeding after the date of that particular month.

9. RENEWAL OF AGREEMENT

The lease may be extended for a further period by mutual consent expressed by way of an exchange of letters or addendum.

10. GOVERNING LAW

This Agreement and all questions relating to its validity, interpretation, performance and enforcement shall be governed by and construed in accordance with the laws of the said Republic of Sri Lanka.

11. NOTICES

Where notice are to be given by one Party to the other it shall be in writing and it shall be deemed to have been validly served if sent by registered post to the respective addresses of the parties below:

Signature and Seal of Contractor:

IN WITNESS WHEREOF the Lessor and the Lessee has set his hands and common seal hereunto and to two others of the same tenor and date and the place afore written.

THE SCHEDULE ABOVE REFERRED TO :

Reg no					
Make & Model					
Year of Manufacture					
Colour					

The Common Seal and The authorized Signatory
of **XXXXXXXX**

Was placed hereto.

Witness :-

.....

Name -

NIC No -

The Common Seal and Signature of

The authorized Signatory of the said

.....

Was placed hereto.

Witness :-

.....

Name -

NIC No -

Signature and Seal of Contractor:

	Tender No.: LIOC/ADMN/PT-02/CAR/01/2025-26	Page 11 of 11
	Hiring of 05 Nos. of Vehicles for Lanka IOC PLC Head Office without Chauffeurs	

PRICE BID

Rate for 02 Years Period:

Five (05) nos. of Toyota Axio Hybrid Sedan Car/ Honda Vezel SUV or equivalent model.

S. N.	Description Type/Model of the Car	Year of Manufacture (2021 Onwards)	Engine Capacity (1496 CC or above)
1			
2			
3			
4			
5			

Rental in LKR per Month for each Vehicle (In Numbers & Words)	No. of Vehicles proposed to offer	SSCL % (If Applicable)	VAT % (If Applicable)	Total Amount in LKR including Taxes

Note:

- Only those bidders can quote who can offer a minimum of 02 or more vehicles.
- Bidders should preferably offer vehicles of the same model.

Signature and Seal of Contractor: