

Invitation for Bids

Hiring of a Motor Car for the use at the Head Office of CESL

Bid Number: CESL/HO/PROC/BPC/113)

1. The Chairman of the Base Procurement Committee at CESL Head Office, on behalf of CESL, hereby invites sealed bids from eligible vehicle owners for the Hiring of a Motor Car for the use at the Head Office of CESL.
2. The vehicle will be used by the Head Office of CESL. The Head Office of the CESL is located in Colombo 05.
3. The contract period is one (1) year. The agreed monthly fee will cover travel distances of up to 3,000 km per month. Any mileage exceeding this limit will be compensated at the agreed per-kilometer rate.
4. Bids must be submitted using the bid forms provided, along with the required vehicle specifications and supporting documents as specified.
5. Bidders who are registered for VAT must indicate the VAT amount separately, in addition to the net value of the bid. The VAT registration number should also be clearly provided.
6. On top left-hand corner of the envelope, "Bid for Hiring of a Motor Car for the use at the Head Office of CESL, (CESL/HO/PROC/BPC/113)" shall be clearly stated.
7. Sealed bids may be submitted either by registered post to the address given below or deposited in the Tender Box provided for, at the Head Office of CESL, Central Engineering Services (Pvt) Ltd, No. 11, Jawatta Road, Colombo 05, to be received on or before 1400 hrs on 17 June 2025. Late bids will be rejected.
8. Bids shall be valid for the period of 63 days, from the date fixed for the bid submission deadline.
9. Bids will be opened immediately after closing, in the presence of Bidder's representatives who choose to attend the opening of Bids.
10. The successful bidder shall be required to make the vehicle available for hire within seven (7) days from the date of award or confirmation of the contract.
11. The vehicle shall be registered and insured in the name of the Bidder and in the case of a company making an offer, vehicle and insurance shall be in the name of the Company.
12. The successful Bidders shall have to sign an agreement with the CESL.
13. Bidders must fill the Form of Bid, Price Schedule, Technical Specifications and Compliance Sheet.
14. For evaluation purposes, an additional usage of 1,200 km will be considered over the entire 12-month contract period
15. Vehicles must be presented for physical inspection and test drive (if required) before CESL representatives, at the CESL Head Office, Jawatta Road, Colombo 5.
16. Form of Bid, Price Schedule and Technical Specification and Compliance Sheets shall be filled as offered and submitted with the Bid. Following documents shall also be submitted for the vehicle being offered with the bid.
 - o Copy of certificate of Vehicle registration.
 - o Copy of valid Revenue License of the vehicle.
 - o Copy of valid Emission report.
 - o Copy of Insurance Certificate (rental)



- Photos of the vehicle

Scope of Service

Required Vehicles – 1 Number of Motor Car

Fuel/Engine Type – Hybrid/Petrol

Transmission Type – Automatic

Engine Capacity – 1200 cc – 2000 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 2015 or later)

Contract type & Period –

Shall provide fully maintained vehicles for one (01) year period (12 months) period on a fixed monthly rental basis (Extendable).

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 comprehensive 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 Service Provider, the Service Provider is required to provide a replacement vehicle of a similar type & condition. Failure to do so will liable a non-payment of proportionate monthly hire or actual cost of hiring a replacement vehicle.

Terms & Conditions

- The contract period is limited to one (1) year. The agreement may be terminated by either party mutually or by giving one month's prior written notice, or by paying one month's rental in lieu of notice.
- The Employer (CESL) reserves the right to cancel the contract at any time if the vehicle is not operating or maintained satisfactorily, without any penalty.
- The vehicle shall be available full-time, including on holidays.
- Fuel and driver will be provided and paid for by CESL.



- The vehicle must have a valid revenue license, all other government-required permits for the current year, and comprehensive insurance coverage for rent out, including passenger coverage, throughout the contract period. The Service Provider shall ensure these remain valid and active at all times.
- The Service Provider shall be responsible for all necessary repairs, including tyre replacements and other parts, and all repair costs shall be borne by the Service Provider. Routine servicing and maintenance shall also be carried out at the Service Provider's expense.
- In case of sudden breakdown of the registered vehicle, the Service Provider shall provide a replacement vehicle with the same seating capacity and features within 24 hours.
- Payments will be made on a monthly basis, within 14 days of receipt of the invoice. Any applicable taxes will be deducted from the payment and remitted directly to the Inland Revenue Department, according to prevailing laws and regulations.
- Payment cheques will be drawn in favour of the Service Provider's name.

For further information, please contact Procurement Section of CESL Head Office during normal working hours. (Telephone – 0114349314, Email – ceslcsdproc@gmail.com)

Deadline for submission of Bids – 1400 hrs. on 17.06.2025

Address for Bid Submission:

Chief Operation Engineer (P&CM)
Base Procurement Committee
CESL Head Office,
Central Engineering Services (Private) Limited
No. 11, Jawatta Road,
Colombo 05.

The Chairman
Base Procurement Committee (Head Office)
Central Engineering Services (Pvt) Ltd



Form of Bid

Chief Executive Officer
Central Engineering Services (Private) Limited
No. 11, Jawatta Road,
Colombo 05.

We, the undersigned, declare that:

- Having examined the bidding documents, we offer to provide the Services, Hiring of a Motor Car for the use at the Head Office of CESL
- in accordance with the Terms and Conditions, Scope of Service and Technical Specifications and other Employer's Requirements accompanying this Bid for the prices offered in the Price Schedule in accordance with the said documents.
- This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive
- Our bid shall be valid for the period of 63 days, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period

Authorized Signature -

Name and Title of Signatory -

Name of Bidder/Company -

Address.

Contact Numbers -

Date -



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Price Schedule

Item	Description	Vehicle Number of the offered vehicle	Period of Hiring (Months)	Monthly Hire Rate before Vat for 3000 km travel (Rs.)	Price without Vat for the period 3000 km travel (Rs.)	Rate per additional 1 km without VAT (Rs.)
C-1	Hire of a Motor Car, without driver and fuel. (basic travel distance - 3000 km for a month)		12			
Total Amount						
Vat						
Total with Vat						

Bidder / Company Name -

Bidder Signature



Hiring of a Motor Car for the use at the Head Office of CESL
Technical Specifications and Compliance Sheet

Vehicle Number -

	Description	Requirement	Bidder's Response
1	Vehicle Type	Car (Sedan type)	
2	Vehicle Brand/Make	Please mention	
3	Model/No.	Please mention	
4	Current Mileage	Please mention	
5	Average Fuel Consumption km/Ltr	Please mention	
6	Engine Type	Petrol/Hybrid, 4-Cylinder	
7	Year of Manufacture	2015 or later	
8	Country of origin	Japan, Europe, USA or Equvalant	
9	Engine Capacity	1200 cc – 2000 cc	
10	Transmission	Automatic / CVT	
11	Drivetrain	FWD / RWD / AWD / 4WD	
12	Fuel Type	Petrol/Hybrid, 4-Cylinder	
13	Fuel Tank Capacity	40–60 liters	
14	Seating Capacity	5 passengers (2 front, 3 rear)	
15	Number of Doors	4	
16	Steering	Right hand Drive (Electrically or Hydraulically Power assisted steering)	
17	Braking System	ABS / ESC / Traction Control	
18	Tyres	14-16 inches	
19	Air Conditioning	Single / Dual-zone AC if available	
20	Infotainment System	Bluetooth, USB, CarPlay, Android Auto	
21	Safety Features	4/6 (front, side, curtain) Air bags, ABS, Reverse camera or Parking sensors	
22	Number of similar type vehicles in the fleet	Please mention	

Bidder / Company Name -

Bidder Signature -

