



***Application
Form***

***Appointment of
Bitumen Credit
Facilitator***



PART 1

TECHNICAL & COMMERCIAL BID



BACKGROUND

Lanka IOC PLC (LIOC) is an overseas venture of Indian Oil Corporation Ltd which is a Fortune “Global 500” company. Currently operates 169 petrol sheds and markets Bitumen throughout the island in the road construction industry. It is one of the leading listed companies in Sri Lanka with a turnover USD 650 million during the year 2013-14.

LIOC is one of the largest selling Bitumen Companies in Sri Lanka. LIOC is looking for credit facilitator with sound financial background who can canvass for bitumen business. In this respect the selected party should be able to offer credit to customers identified by LIOC. Necessary credit facilitation fee will be paid by LIOC for this purpose.

GENERAL TERMS & CONDITIONS

Interested agencies/parties/financial institutions with sound financial background and ready to invest approximately Rs. 100 - 200 million, with suitable experience in business, adequate manpower and infrastructure may apply.

Application shall be submitted separately in two parts in sealed envelopes superscribed with the application for Bitumen credit facilitator for Techno Commercial Bid (Unpriced) and Price Bid. Application shall be submitted only in the prescribed schedule form supplied by Lanka IOC PLC or downloaded from our website (www.lankaioe.net).

Part-I: Techno-Commercial Bid (Unpriced) complete with technical and commercial details other than prices (Envelope-A).

Part-II: Price Bid complete with full price details only. Do not write deviations or conditions in Price Bid (Envelope-B).

The two sealed envelopes containing part I & II of bids separately, should be enclosed in a common cover duly sealed and superscribed with the name (Envelope-C) and should reach the address by 15:00 hours of 06.01.2015.

Each page of the application shall be signed and stamped by authorized signatory.

There should be no overwriting while filling the document. All alterations / corrections should be initialed by the applicant.

LIOC reserves the right to accept or reject in part or whole, any or all applications without assigning any of the reason to it.

The selected Credit Facilitator should enter into an agreement with Lanka IOC PLC and the standard agreement format can be provided on request.



BRIEF WRITE UP ON THE OPERATION AND PAYMENT SYSTEM

Lanka IOC PLC wishes to appoint a Bitumen Credit Facilitator for the purpose of providing Credit Facility to its Credit Customers. Upon the identification of the Credit Customers, Lanka IOC shall inform the Credit Facilitator in writing the details of the Credit Customers. Simultaneously with the provision of the details of the Credit Customers to the Credit Facilitator, Lanka IOC shall communicate to each Credit Customer the description of the Credit Facility and provide a copy of such communication to the Credit Facilitator. The credit facilitator also on their own may solicit new customers and inform LIOC on identification of the same.

The Credit Customer shall send the Purchase Order to Lanka IOC and Lanka IOC shall send the same to the Credit Facilitator.

Immediately upon the receipt of the Purchase Order and in any event within a period not later than seven days, the Credit Facilitator shall make the payments specified in the Purchase Order to Lanka IOC in full. In the event that the Credit Facilitator is unable to make payments as aforesaid, the Credit Facilitator shall forthwith inform Lanka IOC and the relevant Credit Customer of its inability in writing. Credit facilitator shall also raise a delivery order on LIOC authorising LIOC to supply products to the concerned party.

As soon as the payment from the Credit Facilitator along with the Delivery Order for the Purchase Order is received, Lanka IOC shall supply the Products as per the specifications set out therein to the Credit Customer and issue an invoice to the Credit Customer with the Credit Facilitator or its nominated Financial Institution as the assignee of the payments to be made under such invoice.

After acceptance of the Products supplied by Lanka IOC by the Credit Customer by acknowledging the invoice issued by Lanka IOC for the Products in two original counterparts, the title to the Products shall pass to the Credit Customer and the said products shall thereafter be at the risk of the Credit Customer.

Lanka IOC shall provide one original counterpart of the invoice issued by it acknowledged by the Credit Customer to the Credit Facilitator upon receipt thereof.

The Credit Facilitator shall settle all amounts paid by it under the provisions hereof from the Credit Customer under and in terms of an agreement entered into by and between the Credit Facilitator and the Credit Customer.

The Credit Facilitator acknowledges that Lanka IOC shall have no liability whatsoever in respect of any non payment , losses, costs, claims, damages, expenses, fines, liabilities and penalties suffered by the Credit Customer arising from or relating to the Credit Facility except as expressly provided herein.

In consideration of the services provided by the Credit Facilitator, Lanka IOC shall pay a fee as determined by Lanka IOC towards credit cost and service charges. The minimum fees



payable to the Credit Facilitator shall be determined as a percentage of the invoice value and depending on the collection period of the payments due from the Credit Customers as specified below format.

Collection Period (Days)	Percentage of the total invoice value payable as fees (excluding taxes)
0-30	
31-60	
61-90	
Above 90	

The fees shall be reviewed from time to time and adjustments to the fees shall be negotiated and agreed upon by the parties in view of the fluctuations of the monthly figures of the Average Weighted Prime Lending Rate calculated and published by the Central Bank of Sri Lanka above 100 basis points.

The Credit Facilitator shall forward a detailed schedule of payments collected by it from the Credit Customers during the month on or before 3rd of the succeeding month.

Lanka IOC shall make the payment of fees to the Credit Facilitator on the dates specified below.

Collection Period for invoices issued by Lanka IOC during the month (days)	Date of payment
0-30	On or before 15 th day of the succeeding month
31-60	On or before 15 th day of the succeeding month
61-90	On or before 15 th day of the succeeding month

A deduction of 0.02% per month shall be made from the fees payable to the Credit Facilitator for supply of Products of which the collection period applicable to the Credit Customer is above thirty (30) days.

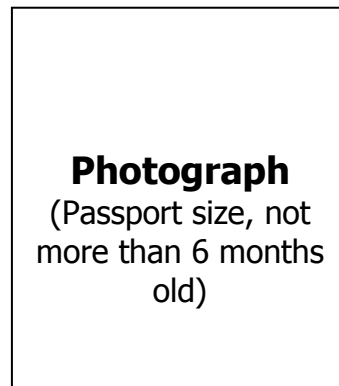
For avoidance of doubt, Lanka IOC shall have no responsibility whatsoever to carry out the collection of payments or to assist the Credit Facilitator to collect the payments due from the Credit Customers.

On being selected, the credit facilitator has to enter into an agreement with Lanka IOC for a period of one year for carrying out the above business. The draft copy of the agreement shall be provided on request for the interested candidates from this office.



Application form for Bitumen Credit Facilitator for Lanka IOC PLC

From:



Senior Vice President (Lube Marketing & Production),
 Lanka IOC PLC
 Level 20, West Tower
 World Trade Centre, Echelon Square
 Colombo-01
 Sri Lanka

Dear Sir,

Sub: Request for Appointment as Bitumen Credit Facilitator

I/We hereby apply to be considered as a Bitumen Credit Facilitator for Sri Lanka

In the name of _____

I/We hereby certify that I/We qualify for appointment and submit the following information. We will provide supporting documents in support of my/our candidature as and when asked for:

1	NAME (BLOCK LETTERS)		
2	Address;		
	If Limited Company/ Co-operative Society, No. of Years of Operation		



3	Citizenship:			
4	Names of Directors:			
5	Nature of firm:			
	Individual/Proprietorship			
	Partnership			
	Registered Co-Operative society			
	Limited Company			
6	Nature of Business engaged in;			
7	Annual turnover:	Year 2012-13 (in Million Rs)		
		Year 2013-14 (in Million Rs)		
8	Details of Investment party is willing to make		1. Rs 50 million 2. Rs 100 million 3. Above Rs 200 million	
9	Details of Sales persons :			
	No. of Persons on Rolls	Manager	Sales person 1	Sales person 2
	Name			
	Age			
	Qualifications			
	Length of Service Yrs.			
10	Availability of Infrastructure:			
	a. Fixed line telephone (Yes / No)	Tel No.		
	b. Mobile	Mobile No:		
	c. PC (Configuration, Make / Brand)			
	d. E-mail address.			



11	Source of Funds (In Rs) :	
	Own Fund	
	Loans	
12	Any other information related to working as Credit Facilitator	
13	Business Plan for Bitumen Credit Facilitator (pl attach separate sheet if necessary)	

Proof of documents attached or information furnished with the application to be produced in original whenever asked for.

DECLARATION:

I/We _____ hereby certify that the information furnished above is true to my/our knowledge. Any wrong information/suppression of facts will disqualify me/us from being considered for the above job.

Place:

Signature:

Date:

Name in Block Letters:

Address:
Tel. No.:

Rubber Stamp:



PART 2

PRICE BID



Part II - Price Bid

With considering all the Service charges and Interest charges we invite your quote for credit facility charges as following format.

Collection Period (No of Days)	Percentage of the Total Invoice Value Payable as Fee (Excluding Taxes)	
	Percentage in figures	Percentage in words
0-30		
31-60		
61-90		
Above 90		

* VAT and other taxes applicable on the above amount at prevailing percentage shall be reimbursed at actual

Date:

Signature:

Address:

Rubber Stamp:

Tel. No.: