

DEMOCRATIC SOCIALIST REPUBLIC OF SRILANKA

Ministry of Ports & Civil Aviation

CEYLON SHIPPING CORPORATION LTD

(Sri Lankan Government Wholly Owned Company)



INSTRUCTION TO BIDDERS (ITB)

FREIGHT FORWARDER'S LIABILITY

INSURANCE COVER-CSCL-2026

Tender No.CSCL/L&I/FFL/11-2025

Ceylon Shipping Corporation Ltd
No.27, MICH Building,
Sir Razik Fareed Mawatha (Former Bristol Street)
Colombo 00100.
Sri Lanka

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Fax : +94 11 2447547/ +94 11 2324873
Email : cscl@cscl.lk
Web : www.cscl.lk

INVITATION FOR SEALED BIDS
FREIGHT FORWARDER'S LIABILITY INSURANCE COVER FOR CEYLON SHIPPING
CORPORATION LIMITED (CSCL) – 2026

Bid Reference Number: **CSCL/L&I/FFL/11-2025**

Date of Invitation: **20/11/2025**

Closing Date and Time: **05 December 2025 at 14:00 hrs**

1. Background

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned commercial entity, is seeking qualified and reputable insurance providers from both private and public sectors, registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL), to provide **Freight Forwarder's Liability Insurance Cover for the year 2026**. This insurance coverage is essential to safeguard CSCL against specific risks associated with its operations as an Ocean Freight Forwarder, Non-Vessel Operating Common Carrier (NVOCC) Operator and Air Freight Forwarder.

2. Objective of the Insurance Coverage

The purpose of this insurance is to ensure financial protection and liability coverage for CSCL in the event of unforeseen claims arising from errors, omissions, and cargo-related risks. Bidders must demonstrate their capacity to provide comprehensive insurance coverage and meet the specified requirements in this bid invitation.

3. Insurance Requirements and Scope of Coverage

The insurance policy must cover the following risks and meet the required limits as outlined below:

- ***All Risk Cargo Liability***

Coverage for all cargo-related risks encountered by CSCL within its freight forwarding operations.

Limit of Liability: **USD 100,000.00**

- ***Errors and Omissions Liability***

Coverage for potential errors, omissions, and negligence during the execution of freight forwarding services.

Limit of Liability: **USD 50,000.00**

3.1 Services to be Covered:

The selected insurance policy must cover CSCL's operations as:

- **Ocean Freight Forwarder**
- **Non-Vessel Operating Common Carrier (NVOCC) Operator**
- **Air Freight Forwarder**

3.2 Contract Period

The insurance contract shall be effective for a period of one year:

Commencement Date: **January 1, 2026**

End Date: **December 31, 2026**

4. Geographical Coverage

The insurance policy must provide worldwide coverage for CSCL's freight forwarding operations, with the exclusion of JWC-declared high-risk areas. Bidders should confirm their understanding of JWC-declared areas and acknowledge this exclusion within their proposal.

5. Exclusions, Limitations, and Deductibles

5.1 Exclusions

Bidders must clearly list and specify any exclusions that may apply to this coverage. These exclusions should be explicitly stated within the proposal to allow for comprehensive evaluation.

5.2 Limitations of Liability

Any limitations in liability coverage should be fully disclosed within the bid. These limitations will be assessed during the evaluation process to ensure they are consistent with CSCL's requirements.

5.3 Deductibles

Bidders are required to specify any deductible amounts that would apply per event. CSCL will evaluate these deductibles to ensure alignment with the corporation's risk tolerance.

6. Claim Notification and Processing

The bid should include a detailed outline of the claim notification process and specify the time period allowed for notifying the insurer following an incident. Clear procedures for claim submission, processing timelines, and points of contact should be outlined.

7. Submission of Bids

7.1 Bid Packaging and Identification

All bids (**Policy document with Premium and Form of Bid- A**) should be submitted in a sealed envelope, clearly labeled as follows:

Top Left Corner: **"Freight Forwarder's Liability Insurance Cover- CSCL-2026"**

Bid Reference Number: **CSCL/L&I/FFL/11-2025**

Submission Method: **Registered mail or hand delivery to the Tender Box (near at main entrance of CSCL).**

7.2 Submission Address

Sealed bids should be addressed and delivered to:

**Department Procurement Committee,
Ceylon Shipping Corporation Limited,
No.27, MICH Building, Sir Razik Fareed Mawatha,
Colombo, Sri Lanka**

7.3 Bid Deadline

The deadline for bid submission is **14:00 hrs on 05 December 2025**. Bids received after this time will not be considered.

7.4 Bid Opening

A representative from each bidding insurance company is invited to be present at the bid opening. Details of the bid opening time and venue will be communicated prior to the deadline. Please note that only quotations from the head office of the respective insurance provider will be considered for evaluation purposes.

8. Evaluation Criteria

All bids will be evaluated based on the following criteria:

- Compliance with the stated coverage requirements
- Policy exclusions, limitations, and deductibles
- Premium cost and payment terms
- Responsiveness of the claim notification process and support services
- Financial stability and reputation of the insurer
- Experience in providing liability insurance within the shipping and logistics sectors

The Department Procurement Committee reserves the right to seek further clarification on any aspect of the bids and make inquiries to ensure the proposals meet CSCL's standards and requirements. The decision of the Committee is final and conclusive.

9. Further Information and Contact Details

For any additional information, questions, or clarifications related to this bid, please contact:

Mr. Thilina Praboditha
Deputy Manager (Legal & Insurance)
Ceylon Shipping Corporation Limited
Direct Line: 011 2394624
Email: dm-lni@cscl.lk

All inquiries should be made promptly to ensure timely responses. CSCL is not responsible for delays in bidder inquiries and encourages early engagement for any required clarifications.

10. Important Notes

CSCL reserves the right to accept or reject any bid or part thereof and to annul the bidding process at any stage without assigning any reason.

Submission of a bid shall imply acknowledgment and acceptance of the terms and conditions outlined in this invitation.

This invitation and all submitted bids shall be governed by the procurement regulations of the Government of Sri Lanka and CSCL's internal procurement policies.

CSCL looks forward to receiving competitive proposals from eligible insurers who can meet the requirements and provide comprehensive liability coverage to support CSCL's freight forwarding operations.

Issued by:

**Department Procurement Committee,
Ceylon Shipping Corporation Limited
No.27, MICH Building, Sir Razik Fareed Mawatha,
Colombo, Sri Lanka**

(Only on Bidder's Letterhead)

Form of Bid -A

To: **Department Procurement Committee,
Ceylon Shipping Corporation Limited
No.27, MICH Building, Sir Razik Fareed Mawatha,
Colombo, Sri Lanka**

I/We, the undersigned, hereby confirm our full understanding and acceptance of the terms, conditions, and instructions detailed in the referenced Bid. We further commit to providing the services specified therein, in strict accordance with the terms outlined, and at the premium rate indicated in our policy.

Additionally, we acknowledge that the Company reserves the right, at its discretion, to reject any or all bids or to accept any portion of a bid that best serves the Company's interests, without obligation to provide justification. We also understand that the Company is not required to accept the lowest bid.

Name of the Bidder:		
Bidder's Business Registration No:		
Authorized Signature of the Bidder:		
Name & Title of the Authorized		
Signatory:		
Address:		
Telephone and Fax Nos.:	Telephone Nos.:	
	Fax Nos.:	
Address:		
Date:		
Seal:		