



CEYLON SHIPPING CORPORATION

Invitation for Bids

Obtaining a Building on Lease basis for the Ceylon Shipping Corporation Ltd

INVITATION FOR BIDS No: CSCL/AD/LB/2026

Ceylon Shipping Corporation Ltd (CSCL), a fully Government-owned commercial entity, hereby invites sealed bids from eligible and qualified bidders for obtaining a building on lease basis for use as its Head Office use as its Head Office/Administrative Office.

CSCL is in the process of shifting its existing premises and is currently operating from leased facilities. In this context, CSC intends to identify and lease a suitable building that meets modern administrative, safety, and operational requirements, ensuring value for money and long-term operational efficiency.

01. Sealed Bids are invited for obtaining a building with the following facilities situated in Colombo Municipal Council limit (Preferably within a distance of easy access to Colombo Port Gate No.3 -Export Gate (New Negombo Road) on lease basis for a period of 05 years (Extendable by mutual agreement).
02. Building anticipated to be obtained on lease should have a floor area of 15,000 sq. ft. (except common areas) and should have fulfilled the following basic requirements. (Descriptive description is mentioned in the bidding documents.)
 - a. Commercially approved building suitable for office use.
 - b. Permanent structure with valid Certificate of Conformity (COC).
 - c. Compliance with local authority regulations.
 - d. Reasonable proximity to Government institutions, ports, and commercial hubs.
 - e. Free from any prior tax obligations, legal disputes or encumbrances, burdensome or outstanding utility bills or service Charges related to the previous occupants.
 - f. Ability to enter into a legally binding lease agreement with CSCL.
 - g. Within Colombo Municipal Council limit
 - h. Barrier-free access where possible.
 - i. Easily accessible roads, electricity, and should consist proper sanitary facilities with minimum required number of toilets for the use of officers and for customers' use.
 - j. Should consist of electric lifts with continuous supply, for buildings with more than 02 stories.
 - k. Access way for disabled persons should be available.
 - l. Should consist of Air Conditioners and adequate natural light and maximum ventilation.
 - m. Parking space to park at least 10 vehicles (staff and visitors/Customers)

- n. Should have automatically starting generator at electricity outages.
 - o. Fire protection system should be available.
 - p. Emergency exits.
03. Bidding documents may be inspected free of charge at the Procurement Division of CSCL, No. 27, MICH Building , Sir Razik Fareed Mawatha, Colombo 01.
04. Require bidders may obtain a set of bid documents from the CSCL from 13.03.2026 to 05.04.2026 between 9.00 a.m to 3.00 p.m on working days upon payment of a non-refundable fee of Rs. 5,000.00.
05. All bids should be accompanied by a **Bid Security valid until 03.07.2026** to the value of Sri Lanka Rupees 600,000.00 as per the form attached to the bidding document. Incomplete and bids submitted on illegal forms and bids without the Bid Security will be rejected.
06. Bid with the dully filled Forms in a Sealed quotations marked “**Obtaining a Building on Lease basis for the Ceylon Shipping Corporation Ltd**” on the top-left corner of the envelope addressed to the below address must be submitted via Registered Post or deposited in the Tender Box kept in the Main Entrance of the CSCL during the office hours no later than **2:30 p.m** on **06th April 2026**. . Late bids will be rejected. Bids submitted in other forms and online will not be accepted.

**Chairman
Department Procurement Committee
Ceylon Shipping Corporation Limited
No. 27, MICH Building,
Sir Razik Fareed Mawatha,
Colombo 01.**

07. For any clarification or additional information, bidders may contact.

Mr.Y.T.Praboditha
Acting Deputy Manager
Administration & Procurement
Tel - 0112-328772/3 (ext 210)
Mobile - 0710215730
e-mail - dm-lni@cscl.lk

**The Chairman
Department Procurement committee
Ceylon Shipping Corporation Ltd
No.27, Sir Razik Fareed Mawatha
Colombo 01.**