

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Ports & Civil Aviation

CEYLON SHIPPING CORPORATION LTD

(Sri Lankan Government Wholly Owned Company)



INSTRUCTIONS TO BIDDERS (ITB)

**INVITATION FOR BID (IFB) – PERSONAL ACCIDENT
INSURANCE COVER (2026/2027)**

Tender No. CSCL/L&I/PA/5-2026

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

Tele : +94 112328772 / +94 112497800
Fax : +94 112447547 / +94 11 2324873
Email : cscl@cscl.lk
Web : www.cscl.lk

INVITATION FOR BID (IFB) – PERSONAL ACCIDENT INSURANCE COVER (2026/2027)

1. Introduction

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned entity, invites qualified insurance service providers registered with the Insurance Regulatory Commission of Sri Lanka (IRCSL) to submit sealed bids for the provision of Personal Accident Insurance Cover (2026/2027) for its employees. This procurement aligns with the latest national and international best practice standards, including the recent procurement guidelines issued in 2024.

2. Scope of Scope of the Bid

The objective of this tender is to secure a comprehensive Personal Accident Insurance policy that provides coverage for approximately **102 employees** of CSCL, including natural death, accidental death, permanent total and partial disability, funeral expenses, and additional benefits as detailed below.

2.1 Key Details:

- **Coverage Period:** 6 June 2026 – 5 June 2027
- **Number of Employees:** 102
- **Coverage Type:** Personal Accident, Natural Death, Life Insurance, Funeral Expenses, and related benefits
- **Bid Submission Deadline:** 26 May 2026, 1400 hrs

3. Eligibility Criteria

Bidder must:

- 1 Be registered with the Insurance Regulatory Commission of Sri Lanka.
- 2 Have a sound financial standing, demonstrated by relevant experience and compliant annually audited financial statements.
- 3 Provide evidence of previous similar insurance coverage within the last three years.
- 4 Be willing to enter into a formal Service Contract upon award.

5 Bid Submission:

5.1 Preparation of Bids:

All bids must be submitted in sealed envelopes marked “Personal Accident Insurance Cover – 2026/2027” at the top left corner. Bids must be submitted either physically to the address specified below or via registered mail no later than **14:00 hours on 26th May 2026.**

Submission Address:

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

5.2 Bid Security:

A bid security equivalent to 1% of the total contract price (total premium) valid for three months from the bid opening date must be provided by a licensed commercial bank operating in Sri Lanka. The security should follow the format in **Form B.**

5.3 Submission Format:

Quotations must be submitted using **Annexure I** (Quotation Format) on the company’s letterhead considering the requirement under option 1-6 in **Annexure II** and signed by an authorized representative.

5.4 Bidder Representation:

One representative of the insurance company may attend the bid opening.

5.5 Opening of Bids:

Bids will be opened publicly immediately after the deadline in the presence of bidder representatives who choose to attend.

6. Bid Evaluation and Award

6.1 Bids shall be evaluated based on compliance, completeness, and the most advantageous overall bid considering premium rates, coverage scope, and terms.

6.2 CSCL reserves the right to accept or reject any bid, to annul the bidding process at any time prior to award, and to reject non-compliant bids without assigning reasons. **(Form A)**

6.3 The successful bidder shall be notified via registered post and required to execute a formal Service Contract as per the attached template.

7. Scope of Cover & Pricing Format

Bidders are requested to prepare their quotations based on the following structure, referencing the options provided in **Annexure II**. The detailed scope encompasses:

- A. Accidental Death (various options)
- B. Natural Death (non-accidental)
- C. Permanent Total and Partial Disability
- D. Funeral Expenses
- E. Hospitalization Daily Benefits (Rs. 2,500 per day)
- F. Worldwide 24-hour coverage
- G. Motorcycling coverage (driver & pillion)
- H. Epidemic & Pandemic Cover

Note: Bidders must specify premium rates (net and total with taxes) for each option, including the total premium for the entire employee pool.

8. Conditions of the Contract

- A. The bid with the successful premium quote will form the basis of the Service Contract.
- B. Changes or amendments to the bid are not permissible during the contract period of one year.
- C. The contract will be subject to syndicate terms and conditions of CSCL.
- D. The successful bidder shall provide comprehensive coverage as detailed in **Annexure I**.

9. Annexures

- A. **Annexure I:** Detailed Scope of Cover Format
- B. **Annexure II:** Table of Requirement (Option 1-6)
- C. **Bid Forms:** Form A , Form B & Form C

10. Declaration

By submitting a bid, the bidder confirms understanding of and compliance with all terms and conditions outlined in this invitation. **(Form A)**

11. Contact Information

For further information or clarification, please contact:

Mr. Y.T. Praboditha
Deputy Manager
Legal and Insurance Division
Tel - 0112-328772/3 (ext 210)
Mobile - 0710215730
e-mail - dm-lni@cscl.lk

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