

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Transport, Highways, Ports & Civil Aviation

CEYLON SHIPPING CORPORATION LTD
(Sri Lankan Government Wholly Owned Company)



INSTRUCTIONS TO BIDDERS (ITB)

**CASH IN SAFE & CASH IN TRANSIT INSURANCE COVERS– YEAR 2025
TENDER NO. CSCL/L&I/CIS & CIT/03/12/2024**

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

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**INVITATION TO BIDS FOR CASH IN SAFE & CASH IN TRANSIT
INSURANCE COVERS FOR CEYLON SHIPPING CORPORATION
LIMITED – YEAR 2025**

1. Invitation for Bids

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned commercial enterprise, hereby invites sealed bids from eligible and qualified insurers for the provision of the following insurance covers for the year 2025:

I. Cash in Safe

II. Cash in Transit

The required coverage must comply with the specifications outlined in this document and **Annexure I & Annexure II** to ensure comprehensive protection for CSCL's operational needs.

2. Scope of Insurance Cover

The required insurance coverage includes, but is not limited to, the following:

A. Cash in Safe:

- I. Coverage for cash stored in the designated safe located at CSCL premises.
- II. Coverage must remain effective 24 hours a day, 365 days a year, including Saturdays, Sundays, public holidays, bank holidays, and mercantile holidays.

B. Cash in Transit:

- I. Coverage for cash transported between CSCL offices, banking institutions, and other authorized locations.
- II. Coverage must remain effective 24 hours a day, 365 days a year, including Saturdays, Sundays, public holidays, bank holidays, and mercantile holidays.

C. Optional Additional Coverage:

Prospective bidders are encouraged to propose any additional coverage options deemed beneficial. Such options must be quoted separately and clearly specified.

3. Submission Requirements

A. Information to be Included in the Bid:

Each bid submission must provide the following details:

1. Insurance Coverage Details:

- I. Extent of coverage for both Cash in Safe and Cash in Transit.
- II. Applicable deductibles and/or excess amounts.
- III. Specific exclusions, limitations, or restrictions, if any.

2. Premium Rates:

- I. Mandatory coverage premiums as per CSCL's requirements.
- II. Separate quotes for any optional or additional coverage.

3. Claim Handling:

Detailed claim handling procedures, timelines, and support offered.

4. Terms & Conditions:

Any other applicable terms and conditions.

B. Submission of Bids:

Bids with the duly filled **Form A** must be submitted in sealed envelopes clearly marked with the respective insurance type on the top left-hand corner:

“Cash in Safe - 2025” & “Cash in Transit – 2025”

Sealed envelopes should be addressed and delivered either by Registered Post or hand-delivered to:

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

Alternatively, bids may also be submitted via email to:

tenders-general@cscl.lk

C. Deadline for Submission:

All bids must be received by **17th December 2024 at 1400 hours.**

D. Bid Opening:

Bidders or their authorized representatives are permitted to attend the bid opening, which will take place immediately after the submission deadline.

4. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- I. Compliance with CSCL's mandatory coverage requirements.
- II. Competitiveness of premium rates.
- III. Terms of deductibles, exclusions, and other conditions.
- IV. Value of additional benefits and optional coverage.
- V. Reputation and reliability of the insurer in claim settlement.

5. Final Decision

The Board of Directors of Ceylon Shipping Corporation Limited reserves the right to make the final and binding decision regarding the award of the contract.

Bids submitted by branch offices or representatives will not be considered. Only bids from the Head Offices of insurance providers will be evaluated.

6. Contact Details for Inquiries

For further details or clarifications, prospective bidders may contact:

Mr. Y.T. Praboditha
Deputy Manager – Legal and Insurance Division
Tel: 0112-328772/3 (Ext: 210)
Mobile: 0710215730
Email: dm-lni@cscl.lk

7. Additional Notes

- I. CSCL reserves the right to accept or reject any or all bids without providing a reason.
- II. Bidders are advised to ensure accuracy and completeness in their submissions.
- III. Late submissions will not be considered under any circumstances.

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

(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:		

Reference your memo dated 04th November 2024, regarding the above mentioned cash in safe insurance policy and wish to inform you to renew the same policy for the year 2024, with the sum insured stated below.

ITEM NO.	PREMISES INSURED SITUATED AT	PROPERTY INSURED	SUM INSURED AV.RS./USD	SUM INSURED (OCCASIONAL) RS./ USD	APPROVAL FOR INSURED VALUES
1.	Finance Dept. 2 nd Floor MICH Bldg. 27, Sir Razik Fareed Mw, Colombo 01.	On cash secured in locked iron safe (Alpha 444)	Rs.,300,000/-	Rs. 1,000,000/-	<i>Chamara</i> 24/11/24
2.	Chartering & Agency Dept. 1 st Floor, MICH Bldg. 27, Sir Razik Fareed Mw. COLOMBO 01.	On cash secured in locked iron safe Cc/15/8	Rs. 200,000/-	USD 20,000/-	<i>Sumi</i> 25/11/2024.
3.	Logistics Dept. 1 st Floor, MICH Bldg. 27, Sir Razik Fareed Mw. COLOMBO 01.	On cash secured in locked iron safe No. OF/IS/02	Rs. 300,000/-	Rs. 1,000,000/-	<i>N. K. M. M. M.</i> 25/11/2024
4.	M.V. Ceylon Princess (On Board)	On cash secured in locked iron safe in Masters Cabin CP/IS/0001	USD 50,000/-	USD 75,000/-	<i>T. H. S.</i> 25/11/2024
5.	M.V. Ceylon Breeze (On Board)	On cash secured in locked iron safe in Master's Cabin CB/IS/0001	USD 50,000/-	USD 75,000/-	<i>T. H. S.</i> 25/11/2024

Please be informed that the cash to Master is once drawn from payments Cashier by OD/Chartering Departments may retain for few days in their safes, until the cash is finally handed over to Master.

Reference to your memo dated 04th November 2024 for the above mentioned cash in transit policy and wish to inform you that to renew the above policy for the year 2024, with sum insured stated below.

ITEM NO.	TRANSIT	AVERAGE LIMIT OF ANYONE CARRYING Rs.	MAXIMUM LIMIT OF ANYONE CARRYING Rs.	ESTIMATED ANNUAL CARRYING Rs.	APPROVAL FOR INSURED VALUE
01	From " Bank of Ceylon " City Office, Sir Razik Fareed Mw, Colombo 01, " Commercial Bank of Ceylon plc " Foreign Branch, Sir Razik Fareed Mw, Colombo 01, " Peoples ' Bank " International Banking Division 91, ACHE Building, Sir Chittampalm A Gardiner MV Colombo 02 and " Peoples' Bank " Overseas Customer Services No.59 D.R. Wijewardana MW Colombo 10. to M I C H Building, No. 27, Sir Razik Fareed Mw, Colombo 01. To CSCL Head Office and vise versa.	5,000,000/-	9,000,000/-	60,000,000/-	<i>Chamra</i> <i>22/11/24</i>

ADDITIONAL COVERS

- (01) Infidelity Cover
- (02) Strike Riot & Civil Commotion Cover
- (03) Terrorism Cover