

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)

**MOTOR FLEET INSURANCE COVERAGE FOR CEYLON SHIPPING
CORPORATION LIMITED – 2025**

Tender No. CSCL/L&I/MF/04/12/2024

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 TO BIDS FOR MOTOR FLEET INSURANCE COVERAGE FOR CEYLON SHIPPING CORPORATION LTD– 2025

1. Invitation for Bids

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned commercial entity, invites **sealed quotations** from both private and public sector insurers registered under the Insurance Regulatory Commission of Sri Lanka to provide comprehensive **Motor Fleet Insurance coverage for the year 2025**.

This insurance coverage is to safeguard CSCL's fleet of vehicles against potential risks, damages, and liabilities, ensuring uninterrupted operational efficiency. The details of the fleet, including vehicle categories and current market values, are attached for your reference as **Annexure I**.

2. Scope of Insurance Coverage

A. Basic Coverage Requirements:

- I. Accident Damage
- II. Fire, Lightning, and External Explosion
- III. Self-Ignition
- IV. Burglary, Housebreaking, and Theft
- V. Damage due to Malicious Acts

B. Additional Coverage Requirements:

- I. **Riots and Strikes**
- II. **Terrorism**
- III. **Floods and Natural Disasters**
- IV. **Third-Party Liability:**
- V. **Property Damage:**
 - a. Motor Cars – Unlimited
 - b. Commercial Vehicles/Motorcycles – Up to Rs. 100,000/-
- VI. **Third-Party Death or Injury:** Unlimited
- VII. **Personal Accident Benefits:**
 - a. Private Cars: Up to Rs. 100,000/- per passenger (4 passengers)
 - b. Motorcycles: Up to Rs. 50,000/- for the Rider and Pillion Rider
- VIII. **Workmen Compensation Coverage:**
 - a. Private Cars: For the Driver
 - b. Private Lorries: For the Driver, Cleaner, Attendant, and 3 Laborers

3. Additional Features and Specific Requirements:

- I. **Windscreen Coverage:** Applicable to private cars.
- II. **Goods and Passenger Coverage for Lorries:**
 - a. Goods valued up to Rs. 500,000/-
 - b. Passenger coverage for up to 6 individuals.
 - c. Workmen compensation where applicable.
- III. Round-the-clock coverage, including during **Transit by Road, Lift, or Elevator**.
- IV. Insurers are requested to indicate any other **additional benefits** they can provide under the policy.

4. Additional Information for Submission

- I. **Premium Details:** Clearly specify premiums for mandatory and additional coverage options, with separate quotations for optional features.
- II. **Deductibles/Excess and Restrictions:** Provide a detailed breakdown of deductibles, excess amounts, or any restrictions applicable to the policy.
- III. **Optional Coverage Premiums:** Clearly indicate premiums for any optional or value-added covers offered.

5. Key Considerations

CSCL reserves the right to evaluate all submissions based on:

- I. Comprehensive coverage offered
- II. Competitive premiums
- III. Terms and conditions, including deductibles and restrictions
- IV. Additional benefits proposed

6. Bid Submission Guidelines

- I. Sealed bids must be clearly labeled “**CSCL Motor Fleet - 2025**” on the top left corner of the envelope.
- II. Bids with **Form A** must be submitted under **Registered Cover** or hand-delivered to the following address:

**Chairman
Department of Procurement Committee
No.27, MICH Building, Sir Razik Fareed
Colombo 01.**

- III. The deadline for submission is **14:00 hrs on 18th December 2024**. Late submissions will not be considered.

7. Bid Opening

All bidders are allowed to send one representative to attend the bid opening. This will take place at the above address on the submission deadline.

8. Rights

CSCL reserves the right to accept or reject any bid in whole or in part and to cancel the bid process if deemed necessary. All bids will be treated with strict confidentiality.

9. Clarifications and Inquiries

For any further information or clarifications, 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.**

(Only on Bidder's Letterhead)

Form of Bid –A

MOTOR FLEET INSURANCE COVERAGE FOR CEYLON SHIPPING CORPORATION LTD– 2025

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:		

CEYLON SHIPPING CORPORATION LTD

MOTOR FLEET OF CSC

No.	Object	Object Description	Base (Purchase) Value Rs.	Current Value Rs.
1	WP KY-7714	mitsubishi MONTERO PURCHASE IN 2014	16,500,000.00	29,000,000.00
2	WP CAC-9302	NISSAN SYLPHY CAR PURCHASE IN 2014	6,350,000.00	8,700,000.00
3	WP KB-8969	TOYOTA COROLLA LXI CAR PURCHASE IN 2006/07	1,985,000.00	3,950,000.00
4	WP KB-8972	TOYOTA COROLLA LXI CAR PURCHASE IN 2006/07	1,985,000.00	4,000,000.00
5	WP KB-8983	TOYOTA COROLLA LXI CAR PURCHASE IN 2006/07	1,985,000.00	4,000,000.00
6	WP LO-4111	ISUZU CREW CAB (LORRY) PURCHASE IN 2019	6,300,000.00	7,800,000.00
7	WP LB-7454	TATA SINGLE CAB (LORRY) PURCHASE IN 2006/07	765,217.39	850,000.00
				58,300,000.00
8	WP BET-7859	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
9	WP BET-7944	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
10	WP BET-7986	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
11	WP BET-7879	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	320,000.00
12	WP BET-7962	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
13	WP BET-8000	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
14	WP BET-8001	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
15	WP BET-8004	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	295,000.00
16	WP BET-8007	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
17	WP BET-8019	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	320,000.00
18	WP BET-8020	BAJAJ PLATINA MOTORCYCLE PURCHASE 2016	212,800.00	325,000.00
19	WP BHH-9012	BAJAJ PLATINA MOTORCYCLE PURCHASE 2017	239,950.00	350,000.00
20	WP BHH-9020	BAJAJ PLATINA MOTORCYCLE PURCHASE 2017	239,950.00	350,000.00
				4,235,000.00