

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Ports & Civil Aviation

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



### **INSTRUCTIONS TO BIDDERS (ITB)**

### **INVITATION TO BIDS FOR RENEWAL OF PROPERTY INSURANCE COVERAGE FOR CEYLON SHIPPING CORPORATION LIMITED FOR THE YEAR 2026/2027**

**Tender No. CSCL/L&I/PI/13/01/2026**

Ceylon Shipping Corporation Ltd  
No.27, MICH Building,  
Sir Razik Fareed Mawatha (Former Bristol Street)  
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**INVITATION TO BIDS FOR RENEWAL OF PROPERTY INSURANCE  
COVERAGE FOR CEYLON SHIPPING CORPORATION LIMITED FOR  
THE YEAR 2026/2027**

**1. Invitation for Bids**

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned commercial entity, invites sealed bids from eligible insurance providers registered with the Insurance Regulatory Commission of Sri Lanka (IRCSL) for the renewal of property insurance coverage for the year 2026/2027.

The current insurance policy will expire on 01/02/2026, and CSCL seeks to secure a comprehensive property insurance policy to ensure adequate protection of its assets against specified risks.

**2. Scope of Insurance Cover**

The property insurance policy must comprehensively cover the following risks:

- I. Fire
- II. Riots and Strikes
- III. Terrorism
- IV. Malicious Damage and Explosions
- V. Lightning and Electronic Power Disorders

**3. Details of Insured Properties**

The total book value of CSCL's assets as of 05<sup>th</sup> January 2026 is approximately Rs. 46,748,507.47, with the following breakdown:

<b>CSCL's Assets</b>	<b>Book Value (RS.)</b>
Furniture & Equipment	13,967,221.30
Computers, Servers, Firewalls, Switches, Printers & Accessories	10,955,943.26
Photo Copiers / Camera / Typewriters / Fax Machines/ Fans	1,351,214.98
Telephone System / CCTV / TVs Sound System & other related accessories	20,327,742.00
AC units	146,385.93
<b>Total</b>	<b>46,748,507.47</b>

#### **4. Submission of Bids**

Sealed bids with **Form A** must be submitted under Registered Post or Hand Delivery and delivered to the following address by Registered post or hand delivered to the Tender Box (near at main entrance of CSCL) in envelopes clearly marked “Property Insurance – CSCL-2026/2027” on the top left corner.

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

The deadline for submission is **10:30 hrs on January 26, 2026.**

#### **5. Bid Security:**

A bid security equivalent to 1% of the total contract price (Sum Insured) valid for one month 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.**

#### **6. Bid Opening and Representation**

Bids will be opened immediately after the closing time in the presence of representatives of the participating insurance providers who wish to attend.

Each bidder is entitled to send one representative for the bid opening.

## **7. Bid Requirements**

Eligible insurance providers must include the following in their bid submissions:

- i. Comprehensive policy coverage details addressing all risks outlined in the scope of insurance.
- ii. Premium rates, terms, conditions, and payment options.
- iii. Certificates of registration with the Insurance Regulatory Commission of Sri Lanka (IRCSL).
- iv. Evidence of prior experience in providing property insurance coverage to government-owned or large commercial entities.
- v. Copies of valid licenses, financial stability certifications, and audited financial statements for the last three years.

## **8. Evaluation Criteria**

The following factors will be considered during the evaluation of bids:

- I. Comprehensiveness of Coverage: Alignment with the scope of risks outlined.
- II. Competitive Premium Rates: Affordability without compromising coverage.
- III. Provider Reputation: Proven track record in managing property insurance policies.
- IV. Compliance with Legal and Regulatory Standards: Adherence to the IRCSL guidelines.

## **9. Clarifications and Queries**

For further information, clarifications, or inquiries, please contact the undersigned during working hours:

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

## **10. 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**