

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 (ITB) FOR RENEWAL OF NVOCC CARGO LIABILITY INSURANCE COVER – 2026/2027

Tender No. CSCL/L&I/NVOCC-CL/06/02/2026

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 RENEWAL OF NVOCC CARGO LIABILITY INSURANCE COVER – 2026/2027

1. Invitation for Bids

Ceylon Shipping Corporation Limited (CSCL), a fully government-owned commercial entity, invites sealed bids from both private and public sector insurers registered under the Insurance Regulatory Commission of Sri Lanka for the renewal of its NVOCC (Non-Vessel Operating Common Carrier) cargo liability insurance cover. This cover is essential for the carriage of import and export cargoes for government institutes under the provisions of Public Finance Circular No. 415 issued by the Department of Public Finance General Treasury.

2. Background

CSCL is responsible for transporting significant volumes of government cargo annually on an NVOCC basis. Due to a limited fleet size, CSCL engages third-party vessels to handle these cargoes under NVOCC shipping terms. The insurance cover is crucial for protecting third-party cargo transported on vessels that utilize CSCL's Bills of Lading.

3. Scope of Work

Gross Freight Receipts for the Previous 12 Months: US\$0.910 million

Gross Freight Receipts Forecast for the Next 12 Months: US\$0.951 million

Period of Cover: From 24:00 hours on 20th February 2026 to 24:00 hours on 20th February 2027.

4. Bid Submission Requirements

Bidders must comply with the following requirements:

A. Certified Ratings:

Provide a certified copy of the Fitch rating for the bidding company and the S&P rating for the respective reinsurers.

B. Financial Verification:

Submit certified documents verifying the financial position of both the local insurance company and the reinsurer.

C. Quotation Submission:

- I. Sealed quotations must be clearly marked as "**NVOCC Cargo Liability Insurance Cover – 2026/2027**" on the left-hand top corner of the envelope.
- II. Quotations with **Form A ,Form B & Form C** should be submitted via registered mail or hand-delivered to the tender box at the following address:

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

Submission Deadline: All bids must be submitted by **10:30 hours on 16th February 2026.**

5. Payment Terms

All payment terms approved upon the awarding of the contract shall remain unchanged throughout the effective period of the cover.

6. Bid Security

Bidders are required to submit a Bid Security valued at 1% of the total premium (contract price), valid for three months from the date of bid opening. The Bid Security must be issued by a licensed commercial bank operating in Sri Lanka and should follow the attached format (**Form B**).

7. Claims History

There have been no claims recovered under NVOCC cover for the past five years.

8. Bid Opening

One representative from each bidding company may attend the bid opening.

8. 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

9. Additional Notes

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

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

(Only on Bidder's Letterhead)
Form of Bid –A

Tender No. CSCL/L&I/NVOCC-CL/06/02/2026

To: **Department of Procurement,
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: | | |

(Only on Bidder's Letterhead)
FORM B

BID SECURITY GUARANTEE

Tender No. CSCL/L&I/NVOCC-CL/06/02/2026

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

| | |
|---|--|
| Format for Bid Security Guarantee (Procurement Manual Reference-5.9 [Option-1]) | Annexure V of Chapter 05 |
| <i>[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]</i> | |
| ----- [insert issuing agency's name, and address of issuing branch or office] ----- | |
| Beneficiary : | -----[insert (by PE) name and address of Employer/Purchaser] |
| Date : | -----[insert (by issuing agency) date] |
| BID GUARANTEE No: | -----[insert (by issuing agency) number] |
| <p>We have been informed that ----- [insert (by issuing agency) name of the Bidder: if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of Contract] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").</p> | |
| <p>Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.</p> | |
| <p>At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocable undertake to pay you any sum or sums nor exceeding in total an amount of ----- [insert amount in figures]-----[insert amount in words]upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder :</p> | |
| <p class="list-item-l1">(a) has withdrawn its Bid during the period of bid validity specified ; or</p> <p class="list-item-l1">(b) does not accept the correction or errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB ; or</p> <p class="list-item-l1">(c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.</p> | |
| <p>This Guarantee shall expire : (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder, or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force upto ----- (insert date)</p> | |
| <p>Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date -----</p> | |
| <p>[signature(s) of authorized representative(s)]</p> | |

(To be submitted by the Bidder)

Form C

AFFIDAVIT OF NON-COLLUSION

I,.....(NIC
No:.....) of.....(Address)....., in the Democratic Socialist
Republic of Sri Lanka, being the duly authorized representative (as bidder or agent)
of.....(Name of
Bidder).....,(Address of
Bidder).....do hereby solemnly, sincerely, and truly declares and affirms/makes an oath and
states as follows;

- 1. That the bid submitted by us for the “INVITATION TO BIDS (ITB) FOR RENEWAL OF NVOCC CARGO LIABILITY INSURANCE COVER – 2026/2027, Tender No. CSCL/L&I/NVOCC-CL/06/02/2026 is made independently, and we have not entered into any agreement, understanding, arrangement, or practice with any other bidder, supplier, manufacturer, subcontractor, or any other person or entity, for the purpose of restricting competition or manipulating the bidding process.**
- 2. That we have not disclosed, and will not disclose, the price, quotations, terms, or any other information relating to our bid to any other bidder or competitor, whether directly or indirectly, prior to the official opening of bids.**
- 3. That we have not attempted, nor will attempt, to influence the procurement process through bribery, inducements, gifts, commissions, or any corrupt, fraudulent, collusive, or coercive practice as defined under the Sri Lanka Procurement Guidelines – 2025.**
- 4. That no employee, board member, consultant, or advisor of the Procuring Entity has been offered or will be offered any benefit by us or by any person or entity acting on our behalf.**
- 5. That we have fully complied with all provisions related to ethics, integrity, and anti-corruption under the Procurement Guidelines 2025 and any other applicable laws of Sri Lanka.**
- 6. That this affidavit is made in good faith, with the full understanding that any false declaration may result in immediate rejection of our bid, or forfeiture of bid security, or blacklisting in accordance with Government regulations or legal action according to the laws of Sri Lanka.**
- 7. That I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.**

The foregoing Affidavit having been
duly read over and explained by me to
the Affirmant above named and he/she
having understood the contents therein
and admitted to be correct, affirmed and
set his/her signature hereto before me)
on this day of2026 at



BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS