



Ministry of Foreign Affairs

BIDDING DOCUMENT FOR SERVICE OF MOTOR INSURANCE COVER – 2024

Contract No: FA/T/INSURANCE/2024

**Chairman
Ministry Procurement Committee
Ministry of Foreign Affairs
Republic Building
Colombo 01**



Ministry of Foreign Affairs

INVITATION FOR BIDS

SERVICE OF MOTOR INSURANCE COVER – 2024

1. Secretary, Ministry of Foreign Affairs, invites sealed bids for Service of Motor Insurance Cover –2024 for Ministry of Foreign Affairs
2. Interested bidders may obtain further information from the General Administration Division, Ministry of Foreign Affairs, Republic Building, Colombo 01 from 23rd November 2023 to 01st December 2023 from 09.00 hrs. to 15.00 hours in working days. (Through Tel. 0112437044 Mr. Upul Nishantha)
3. Bids shall be delivered or sent by registered post to the “Secretary, Ministry of Foreign Affairs, Republic Building, Colombo 01” or placed in the Tender Box kept in the “General Administration Division, Ministry of Foreign Affairs, 9th Floor, Ceylinco house, 69, Janathipathi Mawatha, Colombo 01” **on or before 10:00 am on 04th December 2023. Late bids will be rejected.** Bids will be opened soon after closing at General Administration Division, Ministry of Foreign Affairs, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha Colombo 01 in presence of the bidders / bidders’ representatives who choose to attend.
4. All Bids shall be valid for a period of 45 days from the last date fixed for receiving of Bids or any extended period.
5. Bidders are required to submit the following documents along with the bids.
 - (a) Documentary proof on past performance of bidder with similar Service provided Institutions in Government sector.
 - (b) List of branches all over the country.
 - (c) Certified copy of the company registration under the insurance regulation commission of Sri Lanka.
 - (d) Power of attorney (if required)
 - (e) Bidders who are registered for the purpose of VAT should indicate the VAT registration number & the amount of VAT separately in the bid document

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Republic Building,

Colombo 01.

1. INSTRUCTIONS TO BIDDERS

01. Bids are invited for the **SERVICE OF MOTOR INSURANCE COVER 2024** for Ministry of Foreign Affairs
02. Bids shall be closed at 10.00 am. On 4th December 2023 and opened immediately after the closing at the General Administration Division, Ministry of Foreign Affairs, 9th Floor, Ceylinco house, 69, Janathipathi Mawatha Colombo 01. Bidders or their authorized representatives are requested to present at the opening of bids.
03. All blanks in the Form of Bid and the Quotation should be duly filled and signed by a person duly authorized to sign on behalf of the vendor. Power of attorney should be submitted along with the bids whenever relevant.
04. The bidder should write the total bid price (exclusive of VAT) in the Form of Bid in figures as well as in words. Where the amount given in figures differs from the amount given in words the **amount stated in words** will be accepted as the correct bid price.
05. The bid must be placed in a sealed envelope and marked as “**SERVICE OF MOTOR INSURANCE COVER –2024**”at the top left hand corner of the envelop and addressed to the “**Secretary, Ministry of Foreign Affairs, Republic Building, Colombo 01**”. Any bid received after the time and date specified in **Clause 02** herein will not be considered.
06. All bidders should fully acquaint themselves with the scope and the details and nature of the proposed work generally and the Form of Agreement which they will be required to sign in order that any special difficulties or peculiar features may be noted.
07. Bids must be firm and valid for 45 (forty-five) days from the date of closing of bids and subject to no variations or fluctuations in prices.
08. If the past performance of a bidder is poor or unsatisfactory in terms of delay, bad service or any other, the bidder shall be subjected to disqualification.
09. Any further details could be obtained from the **General Administration Division, Ministry of Foreign Affairs, Republic Building, Colombo 01** from 23rd November 2023 to 1st December 2023 from 09.00 hrs. to 15.00 hours in working days. (Through Tel. 0112437044 Mr. Upul Nishantha)
10. The purchaser receives the right to accept or reject any quotation and annul the process or reject any quotation at any time.
11. Alternative bids are not allowed.

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Colombo 01.

I/We agree to abide by the above Instructions to Bidders

Date:

.....
Signature of the Bidder
(Seal of the Organization)

2. CONDITIONS OF CONTRACT

01. Number of vehicles to be insured are 70.
02. Nature of the insurance : Full insurance
Duration : For a period of one year (from 16.12.2023 to 15.12.2024)
03. Scope of coverage may include but not limited to,
 - Strikes, riots and civil commotions cover
 - Terrorism Cover
 - Accidents, fire, external explosion, lightning, self-ignition
 - Theft and damages caused by malicious act
 - Damages caused while in transit by road, rail, inland waterway, elevator or lift.
 - Third party responsibilities - Unlimited cover for death and bodily injury
 - Third party property
 - For personal cars - Unlimited cover
 - For commercial vehicles - A cover of up to LKR 1,000,000/-
 - Flood and natural disaster cover
 - Personal accident cover of up to LKR 200,000/- each for personal motorcars for the number of seats mentioned in the registration certificate
 - Personal accident cover of up to LKR 200,000/- each for commercial vehicles for the number of seats mentioned in the registration certificate
 - Labor compensation cover- For Drivers
04. Insurance company is expected to provide coverage for vehicle accident occurred any place in the country which need to be covered all 25 districts including carrying charges.
05. Alternative bids are not allowed and only one quotation from one insurance company is conceded for Technical Evaluation activities.
06. Sample copy of the insurance policy which is to be issued by the bidders should be attached to the bid documents.
07. The response time in the event of an accident should be immediately from the time of informing by the client or his / her representative.
08. It is required to have 100% damages recovery in case of an accident. In a situation where it is less than 100%, there should be a prior agreement with the client.

09. 50% of the total repair estimate has to be settled immediately after the preparation of the estimate upon request by the client and the final bill has to be settled without any delay, and all the payments shall be made with the consent / approval of the Ministry.

N.B

- **Estimated value of vehicles has been given by the Annexure - 01**

3. INFORMATION TO BE SUBMITTED

1. Scope of coverage
2. Additional coverage
3. Sum insured
4. Value of the premium
5. Benefits under Service of Motor Insurance Cover 2024
6. List of major customers
7. Any other relevant information

4. FORM OF BID

Chairman
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Ministry of Foreign Affairs
Republic Building
Colombo 01

SERVICE OF MOTOR INSURANCE COVER 2024- BID DOCUMENT.

01. Having examined the service, we the undersigned, offer to execute and complete such service therein with the sum (exclusive of VAT) of Sri Lanka Rupees
.....
.....
.....(LKR) per year.
02. We acknowledge that the **Instructions to Bidders, Conditions of Contract & the Specifications of Contract** are part of our Bid.
03. We undertake, if our Bid is accepted, to commence the Service as soon as reasonably possible after the receipt of the employer’s notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Bidding Documents.
04. We agree to abide by this Bid for a period of Forty five days (45 days) from the date fixed for receiving or any extended period and it shall remain binding upon us any may be accepted at any time before the expiration of that period.
05. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this..... day of 2023 in the capacity of
..... duly authorized to sign bids for an on behalf of
.....

Signature :

Name &Address :

(Seal of the Organization of the Company)
.....

Witness I

Signature: 1.

Name :

Address :

Witness II

Signature: 2.

Name :

Address :

Service of Motor Insurance Cover 2024 –Ministry of Foreign Affairs

Scope of Coverage

Premium		
Total Premium (as declared in the Bidding Document)		
Premium (without VAT) LKR.		
Premium (With VAT) LKR.		
Details of Insurance Policy	Response of the bidder (Covered /Not Covered)	Remarks
Insurance coverage		
1) Comprehensive Coverage		
a) Accidental Damage (External /Internal means)		
b) Fire, External explosion, Lightning, Self-ignition		
c) Theft		
d) Damage caused by malicious act		
e) Strike, Riots & Civil commotion Cover		
f) Flood & Natural disasters		
g) Damages caused while in transit by road, rail, inland waterway, elevator or lift (an additional cover)		
h) Labour compensation cover- For Drivers		
i) Terrorism Risk		
j) Windscreen Cover		
k) Airbag		
2) Personal Cover Limit		
a) Motor Vehicle (Driver/Passenger)		
b) Motor Bikes (Rider/Pillion rider)		
Other Requirements		
3) Third party coverage		
i. Death or Personal Injury – Unlimited Cover		
ii. Property Damage – Unlimited Cover		
4) Provide insurance cover for any place in the country		
5) 24x7 service and immediate response (Alternative should be given, in case immediate response is not practicable)		

6) 100% damage recovery for any insurance cover, or specify percentage of owners deductibles,		
a) Any deductions based on Brand/Make/Country of production/ Year of production / etc.		
b) Any deductions for Rubber parts		
c) Any deductions for Other parts (Please Specify)		
7) Any requirement of sending vehicles to garages designate/ approved by the insurer (if so please provide a list of such garages)		
08) Terms of settlement of claims		
a) Advance Payment		
b) Final Payment		
09) No claim Benefit (Should be mention the current service provider.		

Name & Signature of the Bidder:-

Date & seal

Estimated value of the Ministry vehicles for year 2024

	Vehicle Registration Number	Type of Vehicle	Year Manufacture	Engine Capacity	Current Value of the Vehicles
1	WP CAT-6103	Jeep & SUV	2017	4461	65 Million
2	WP CAV-1512	Car	2016	3498	48 Million
3	WP CAV-2061	Car	2016	1991	20 Million
4	WP KJ-8066	Jeep & SUV	2010	2986	28 Million
5	WP PG-2636	Double cab	2015	2494	15 Million
6	WP PI-3784	Double cab	2017	2393	17 Million
7	WP CAD-9363	Car	2014	1498	5.5 Million
8	WP CAD-9364	Car	2014	1498	5.5 Million
9	WP CAD-9372	Car	2014	1498	5.5 Million
10	WP CAD-9375	Car	2014	1498	5.5 Million
11	WP CAD-9376	Car	2014	1498	5.5 Million
12	WP JZ-8768	Double cab	2005	2477	4.0 Million
13	WP KD-2814	Car	2006	2349	4.8 Million
14	WP KD-2815	Car	2006	2349	4.8 Million
15	WP KD-3056	Car	2006	1290	3.2 Million
16	WP KF-4197	Car	2004	1794	5.0 Million
17	WP KF-5426	Car	2007	1597	3.5 Million
18	WP KF-6782	Car	2007	1597	3.5 Million
19	WP KG-2203	Car	2008	1597	3.5 Million
20	WP KG-3439	Car	2008	1597	3.8 Million
21	WP KJ-9180	Jeep & SUV	2010	4164	40 Million
22	WP KL-3395	Car	2010	1598	5.5 Million
23	WP KQ-7534	Car	2011	1598	6.0 Million
24	WP KR-3419	Car	2011	1298	5.5 Million
25	WP KS-2095	Car	2011	1498	5.0 Million
26	WP KS-2108	Car	2011	1498	5.0 Million
27	WP KS-2116	Car	2011	1498	5.0 Million
28	WP KS-2118	Car	2011	1498	5.0 Million
29	WP KS-2125	Car	2011	1498	5.0 Million
30	WP KS-2187	Car	2011	1598	6.0 Million
31	WP KS-2189	Car	2011	1498	5.0 Million
32	WP KS-2193	Car	2011	1598	6.0 Million
33	WP KS-2199	Car	2011	1598	6.0 Million
34	WP KS-2201	Car	2011	1598	6.0 Million
35	WP KS-2202	Car	2011	1298	5.5 Million
36	WP KS-2329	Car	2011	1498	5.0 Million

37	WP KS-2331	Car	2011	1498	5.0 Million
38	WP KS-2336	Car	2011	1498	5.0 Million
39	WP KS-2337	Car	2011	1498	5.0 Million
40	WP KS-3202	Car	2011	1298	5.5 Million
41	WP KR-3422	Car	2011	1298	5.5 Million
42	WP KX-8031	Car	2013	1598	7.0 Million
43	WP KX-7922	Car	2015	2488	9.0 Million
44	WP KX-7927	Car	2013	2496	9.0 Million
45	WP KX-7943	Car	2013	2496	9.0 Million
46	WP KX-7950	Car	2013	1598	7.0 Million
47	WP KX-7952	Car	2013	1598	7.0 Million
48	WP KX-8028	Car	2013	1598	7.0 Million
49	WP KX-8029	Car	2013	1598	7.0 Million
50	WP KX-8034	Car	2013	1598	7.0 Million
51	WP KX-8036	Car	2013	1598	7.0 Million
52	WP KX-8234	Car	2013	1598	7.0 Million
53	WP KX-8712	Car	2013	2496	9.0 Million
54	WP NA-3940	Van	2006	2953	6.5 Million
55	WP NA-4034	Bus	2006	4214	6.5 Million
56	WP NB-1432	Van	2011	2986	8.5 Million
57	WP NB-2202	Van	2011	2986	8.5 Million
58	WP NB-3075	Van	2012	2986	8.8 Million
59	WP NC-5542	Van	2014	2986	10 Million
60	WP NC-5849	Van	2014	2986	11 Million
61	WP NC-5850	Van	2014	2986	11 Million
62	WP PC-5796	Double cab	2011	3153	6.8 Million
63	WP KS-4238	Jeep & SUV	2011	3200	20 Million
64	WP KR - 3420	Car	2011	1298	5.5 Million
65	WP KY - 1017	Jeep & SUV	2013	2995	15 Million
66	WP KU- 3121	Defender	212	2198	28 Million
67	WP WE-1258	Motor cycle	2010	125	160,000.00
68	WP WE-1224	Motor cycle	2010	125	150,000.00
69	WP MZ-6515	Motor cycle	2006	125	125,000.00
70	WP YF-2176	M/Tricycle	2010		600,000.00