



Ministry of Foreign Affairs

BIDDING DOCUMENT FOR SERVICE OF MOTOR INSURANCE COVER – 2025

Contract No: FA/T/INSURANCE/2025

**Secretary,
Ministry of Foreign Affairs, Foreign Employment and Tourism
9th Floor, Ceylinco House,
69, Janathipathi Mawatha,
Colombo 01”**



Ministry of Foreign Affairs

INVITATION FOR BIDS

SERVICE OF MOTOR INSURANCE COVER – 2025

1. Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids for Service of Motor Insurance Cover –2025 for Ministry of Foreign Affairs, Foreign Employment and Tourism.
2. Interested bidders may obtain further information from the General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha, Colombo 01 from 3rd December 2024 to 16th December 2024 from 09.00 hrs. to 15.00 hours in working days. (Through Tel. 0112437044 Mr.S.U.N. Dias)
3. Bids shall be delivered or sent by registered post to the “Secretary, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha, Colombo 01” or placed in the Tender Box kept in the “General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha, Colombo 01” **on or before 10:00 am on 16th December 2024. Late bids will be rejected.** Bids will be opened soon after closing at General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 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

General Administration Division

Ministry of Foreign Affairs, Foreign Employment and Tourism

9th Floor, Ceylinco House,

69, Janathipathi Mawatha,

Colombo 01”

1. INSTRUCTIONS TO BIDDERS

01. Bids are invited for the **SERVICE OF MOTOR INSURANCE COVER 2025** for Ministry of Foreign Affairs, Foreign Employment and Tourism
02. Bids shall be closed at 10.00 am. On 16th December 2024 and opened immediately after the closing at the General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 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-2025**” at the top left hand corner of the envelope and addressed to the “**Director General(Administration), General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha 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, Foreign Employment and Tourism, 9th Floor, Ceylinco House, 69, Janathipathi Mawatha Colombo 01** from 3rd December 2024 to 16th December 2024 from 09.00 hrs. to 15.00 hours in working days. (Through Tel. 0112437044 Mr.S.U.N. Dias).
10. The purchaser reserves 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.

Ministry of Foreign Affairs, Foreign Employment and Tourism
9th Floor, Ceylinco House,
69, Janathipathi Mawatha,
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 59.
02. Nature of the insurance : 57nos of vehicles for Full Insurance
02nos of vehicles for Third Party Insurance
03. Duration : For a period of one year (from 23.12.2024 to 22.12.2025)
04. 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
 - Death or personal injury - Unlimited cover
 - 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
05. 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.
06. Alternative bids are not allowed and only one quotation from one insurance company is conceded for Technical Evaluation activities.
07. Sample copy of the insurance policy which is to be issued by the bidders should be attached to the bid documents.
08. The response time in the event of an accident should be immediately from the time of informing by the client or his / her representative.
09. 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.
10. 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 2025
6. List of major customers
7. Any other relevant information

4. FORM OF BID

Ministry of Foreign Affairs, Foreign Employment and Tourism
9th Floor, Ceylinco House,
69, Janathipathi Mawatha,
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 2024 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 2025 – Ministry of Foreign Affairs, Foreign
Employment and Tourism**

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 2025

	Vehicle Registration Number	Type of Vehicle	Year Manufacture	Engine Capacity	Current Value of the Vehicles
1	WP CAT-6103	Jeep & SUV	2017	4461	60,000.000.00
2	WP CAV-1512	Car	2016	3498	46,000.000.00
3	WP CAV-2061	Car	2016	1991	19,000.000.00
4	WP KJ-8066	Jeep & SUV	2010	2986	22,000.000.00
5	WP PG-2636	Double cab	2015	2494	14,000.000.00
6	WP CAD-9363	Car	2014	1498	4,500.000.00
7	WP CAD-9364	Car	2014	1498	4,800.000.00
8	WP CAD-9372	Car	2014	1498	4,800.000.00
9	WP CAD-9375	Car	2014	1498	4,500.000.00
10	WP JZ-8768	Double cab	2005	2477	4,000.000.00
11	WP KD-2814	Car	2006	2349	} For Third Party Covers
12	WP KD-2815	Car	2006	2349	
13	WP KD-3056	Car	2006	1290	3,200.000.00
14	WP KF-4197	Car	2004	1794	5,000.000.00
15	WP KF-5426	Car	2007	1597	3,500.000.00
16	WP KF-6782	Car	2007	1597	3,500.000.00
17	WP KG-2203	Car	2008	1597	3,500.000.00
18	WP KG-3439	Car	2008	1597	3,800.000.00
19	WP KJ-9180	Jeep & SUV	2010	4164	39,000.000.00
20	WP KQ-7534	Car	2011	1598	6,000.000.00
21	WP KR-3419	Car	2011	1298	5,000.000.00
22	WP KS-2095	Car	2011	1498	4,000.000.00
23	WP KS-2108	Car	2011	1498	4,300.000.00
24	WP KS-2116	Car	2011	1498	4,300.000.00
25	WP KS-2118	Car	2011	1498	4,500.000.00
26	WP KS-2125	Car	2011	1498	4,500.000.00
27	WP KS-2187	Car	2011	1598	6,000.000.00
28	WP KS-2189	Car	2011	1498	4,000.000.00
29	WP KS-2193	Car	2011	1598	6,000.000.00
30	WP KS-2199	Car	2011	1598	6,000.000.00
31	WP KS-2201	Car	2011	1598	5,800.000.00
32	WP KS-2329	Car	2011	1498	4,500.000.00
33	WP KS-2331	Car	2011	1498	4,500.000.00
34	WP KS-2336	Car	2011	1498	4,500.000.00
35	WP KS-3202	Car	2011	1298	5,500.000.00

36	WP KR-3422	Car	2011	1298	5,300.000.00
37	WP KX-8031	Car	2013	1598	6,500.000.00
38	WP KX-7922	Car	2015	2488	8,000.000.00
39	WP KX-7927	Car	2013	2496	8,000.000.00
40	WP KX-7943	Car	2013	2496	8,000.000.00
41	WP KX-7950	Car	2013	1598	6,000.000.00
42	WP KX-7952	Car	2013	1598	6,000.000.00
43	WP KX-8029	Car	2013	1598	6,500.000.00
44	WP KX-8034	Car	2013	1598	6,000.000.00
45	WP KX-8036	Car	2013	1598	6,500.000.00
46	WP KX-8234	Car	2013	1598	6,000.000.00
47	WP KX-8712	Car	2013	2496	8,000.000.00
48	WP NA-3940	Van	2006	2953	6,000.000.00
49	WP NA-4034	Bus	2006	4214	6,000.000.00
50	WP NB-1432	Van	2011	2986	8,500.000.00
51	WP NB-2202	Van	2011	2986	8,000.000.00
52	WP NB-3075	Van	2012	2986	8.500.000.00
53	WP NC-5542	Van	2014	2986	10,000.000.00
54	WP NC-5849	Van	2014	2986	11,000.000.00
55	WP NC-5850	Van	2014	2986	11,000.000.00
56	WP PC-5796	Double cab	2011	3153	6,800.000.00
57	WP KS-4238	Jeep & SUV	2011	3200	16,000.000.00
58	WP KR - 3420	Car	2011	1298	5,500.000.00
59	WP YF-2176	Three wheeler	2010		6,000.000.00