

ඉදිකිරීම් ආරක්ෂණ අරමුදල (ඉ.ආ.අ.)
CONSTRUCTION GUARANTEE FUND (CGF)

කාර්යසාධන හා අත්තිකාරම් ඇපකර - අවශ්‍ය තොරතුරු/ඇමුණුම්

PERFORMANCE BOND (PB) & ADVANCE PAYMENT GUARANTEE (APG) - Required Information/Checklist

සැ.යු.: කාර්යසාධන හා අත්තිකාරම් ඇපකර වෙනුවෙන් ඉල්ලුම්පත්‍ර හා හානිපූර්ණය වෙත වෙනම අවශ්‍ය වේ. පහත ලිපි ලේඛන ඉල්ලුම්පත්‍රය ඇගයීමට අත්‍යවශ්‍ය වේ.

Note: Two separate applications & Indemnities to be submitted for each Performance Bond (PB) and Advance Payment Guarantee (APG). The following documents are essential to evaluate the application.

ව්‍යාපෘතියේ නම / ව්‍යාපෘති අංකය
Project Name/ Contract No

කාර්යසාධන හා අත්තිකාරම් ඇපකර වෙනුවෙන්
For both Performance Bond & Advance Payment Guarantee

		FORMAT CODE	Attached (✓)	CGF Use only
01	Original	කාර්යසාධන ඇපකර අයදුම්පත්‍රය Bond Application for PB	CGF/202/A-PBAG	
02		සහතික කළ හානිපූර්ණය - කාර්යසාධන ඇපකරය වෙනුවෙන් Certified Indemnity for PB	CGF/202-1/IN-PA	
03		අත්තිකාරම් ඇපකර අයදුම්පත්‍රය Bond Application for APG	CGF/202/A-PBAG	
04		සහතික කළ හානිපූර්ණය - අත්තිකාරම් ඇපකරය වෙනුවෙන් Certified Indemnity for APG	CGF/202-1/IN-PA	
05		වගකීම් ඩාර ගැනීමේ ලිපිය Letter of Undertaking	CGF/203/LOU-PBAG-LA	
06		සේවායෝජකට ලිපිය (අතිරේක මුල් පිටපතක්) Letter to Employer (Additional Original)	CGF/207/TOCLEM-LA	
07		සේවායෝජක වෙතින් ලිපිය Letter from Employer	CGF/208/CEM-LA	
08		දැනට කරගෙන යනු ලබන ව්‍යාපෘති Current Projects in Hand	CGF/210/WINH	
09	Photocopy	ලංසු/ටෙන්ඩර් ප්‍රතිඵල Bid/Tender Results	CGF/204/TERES	
10		සේවායෝජක වෙත ලබා දෙන වැඩසටහන Construction Programme (Bar Chart)	-	
11		මුදල් සංසරණ සටහන (සීමා C4 සහ ඉහළ ශ්‍රේණි සඳහා) Cash Flow/Histogramme (Only CIDA C4 and above)	CGF/209/CF1 CGF/209/CF2	
12		ලංසු/ටෙන්ඩර් දැන්වීම Bid/Tender Notice	-	
13		පූර්ව ලංසු රැස්වීම් වාර්තා Pre-bid Meeting Minutes	-	
14		ලංසු තොරතුරු Bidding Data	-	
15		කොන්ත්‍රාත් තොරතුරු සහ ඇපකර ආකෘති පත්‍ර Contract Data & Guarantee Formats	-	
16		කොන්ත්‍රාත් කොන්දේසි/ටෙන්ඩර් පෝරමය Conditions of Contract/Form of Bid	-	
17		පිළිගත් ප්‍රමාණ පත්‍රය Accepted final BOQ	-	
18		වැඩ පැවරුම් ලිපිය Letter of Acceptance	-	
		කාර්යසාධන ඇපකර සඳහා පමණක් නම් අතිරේක තොරතුරු/ When applying for PB only, additional information		
19		වර්තමාන බැංකු ණය/මූල්‍ය පහසුකම් Current Bank facilities available & not utilized	CGF/214/BALET-PB	
		අත්තිකාරම් ඇපකර සඳහා පමණක් නම් අතිරේක තොරතුරු/ When applying for APG only, additional information		
20		කොන්ත්‍රාත් ගිවිසුම Contract Agreement	-	
21		මෙම ව්‍යාපෘතිය වෙනුවෙන් ලබා ගත් කාර්යසාධන ඇපකරය Performance Bond taken for this project	-	
		සේවායෝජක පුද්ගලික අංශයේ නම්/ If Private Sector Employer		
22		ආයතනික තොරතුරු organizational Profile	-	
23		නීතියානුකූල භාවය Legal status of Organization	-	
24		ව්‍යවස්ථාව Articles of Company	-	
25		ප්‍රතිපාදන ඇති බවට සාධක Evidence for funding	-	

ව්‍යාපෘති ගිණුමක් ආරම්භකර නොමැතිනම් විවෘත කළ යුතුය. වැඩිදුර තොරතුරු සඳහා ඉ.ආ.අ. අමතන්න. සියළු පිටපත් නිවැරදි සහ සත්‍ය ලෙස අත්සන් සමඟ සහතික කර ඇමුණන්න. අවශ්‍යවුවහොත් මුල්පිටපත් ඉදිරිපත් කළ යුතුය.

IF THERE IS NO PROJECT/LIEN ACCOUNT, CALL CGF TO OPEN A NEW ONE. ALL COPIES SHOULD ENDORSE AS TRUE & CORRECT AND SHOULD ATTACHED. ORIGINALS SHOULD BE SUBMITTED, IF REQUIRED.

ඇපකරය ලබාගන්නා ක්‍රමවේදය
 MODE OF COLLECTION OF GUARANTEE

අතිනි
BY HAND

ලියාපදිංචි තැපෑලෙන්
BY REGISTERED POST

කුරියර් සේවාවෙන්
BY COURIER

වෙනත්
OTHER

ඇපකරය ලබා ගැනීමට නියෝජිතයෙකු පැමිණෙන්නේ නම්, පහත අත්සන් කර ඇති තැනැත්තා නියෝජිතයාගේ නම, ජාතික හැඳුනුම්පත අංකය සහ ආදර්ශ අත්සන සමඟ අවසර ලිපියක් එවිය යුතුය. IF A REPRESENTATIVE COLLECTS THE SECURITY, UNDERSIGNED SHOULD SEND A PERMISSION LETTER WITH THE REPRESENTATIVE NAME, NIC NO & SPECIMEN SIGNATURE.

කොන්ත්‍රාත්කරු Contractor : _____
 අයදුම්පත්‍රය ඉ.ආ.අ. වෙත භාරදුන් දිනය : _____
Application submit to CGF on
 ඇපකර ඉදිරිපත් කළ යුතු අවසන් දිනය : _____
Ultimate date to submit PB
 (පැවරුම් ලිපිය පරිදි/As per Award Letter)

බලසලත් නිලධාරී
Authorized Person : _____
 අත්සන **Signature :** _____
 තනතුර **Designation :** _____
 ආයතනික මුද්‍රාව **Company Seal**

For Office Use only

BB TAKEN FROM CGF ☐ YES ☐ NO | DIRECT CONSTRUCTION ☐ YES ☐ NO | CIDA CAPACITY ☐ UPDATED ☐ NOT UPDATED
 COMPANY PROFILE ☐ UPDATED ☐ NOT UPDATED | IMPARTIAL DISPUTE RESOLUTION ☐ YES ☐ NO
 WORK IN HAND & PRESENT PERFORMANCE ☐ SATISFACTORY ☐ NOT SATISFACTORY REMARKS _____

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ඉදිකිරීම් ආරක්ෂණ අරමුදල (ඉ.ආ.අ.)
CONSTRUCTION GUARANTEE FUND (CGF)

කාර්යසාධන බැඳුම්කර/ඇපකර/සුරක්ෂණ ☐ අත්තිකාරම් ඇපකර ☐ ඉල්ලුම්පත්‍රය

APPLICATION FOR PERFORMANCE BOND/GUARANTEE/SECURITY ☐ ADVANCE PAYMENT GUARANTEE ☐

[අයදුම්පත ඉංග්‍රීසියෙන් පමණක් පිරවිය යුතුයි. THE APPLICATION MUST BE FILLED IN ENGLISH.]

A) කොන්ත්‍රාත් ආයතනය (ව්‍යාපාර ලියාපදිංචිය අනුව) CONTRACTOR ORGANIZATION (AS PER BUSINESS REGISTRATION)				ලියාපදිංචිය REGISTERED	VAT	ඇත YES	නැත NO
01 ආයතනයේ නම NAME OF THE COMPANY							
02 තැපෑලේ ලිපිනය POSTAL ADDRESS							
03 විද්‍යුත් තැපෑල E-MAIL							
04 ඇමති යුතු තැනැත්තා CONTACT PERSON			05 ජංගම දුරකථනය MOBILE				
06 සීඩා ලියාපදිංචි අංකය CIDA RECORD BOOK NO		07 වලංගු කාලය VALID UP TO		08 සීඩා උපරිම ශ්‍රේණිය CIDA HIGHEST GRADE		විශේෂත්වය SPECIALTY	

B) ආයතනයේ බැංකු ගිණුම COMPANY BANK ACCOUNT මෙම ගිණුම අංකය කොන්ත්‍රාත් වගකීම අවසන් වන තුරු වෙනස්කළ නොහැක. THIS ACCOUNT CANNOT BE CHANGED UNTIL PROJECT LIABILITY IS OVER.				
09 ගිණුම් අංකය ACCOUNT NO			10 බැංකුව BANK	
11 ලිපිනය ADDRESS			12 ශාඛාව BRANCH	
13 විද්‍යුත් ලිපිනය E-MAIL			14 දුරකථන TELEPHONE	

C) සේවායෝජක ආයතනය EMPLOYER ORGANIZATION		රාජ්‍ය GOVERNMENT	අර්ධ රාජ්‍ය/මණ්ඩල/සංස්ථා SEMI-GOVERNMENT/ BOARDS /CORPORATION	පෞද්ගලික PRIVATE
15 සේවායෝජක තනතුර EMPLOYER DESIGNATION	16 ආයතනයේ නම සහ ලිපිනය NAME & ADDRESS OF THE EMPLOYER			
17 දුරකථන TELEPHONE			විද්‍යුත් තැපෑල E-MAIL	
18 ප්‍රතිලාභියා (සේවායෝජකට වඩා වෙනස් නම්, LOA අත්සන් කරන ලද තනතුර) BENEFICIARY (IF DIFFERENT FROM EMPLOYER, LOA SIGNED DESIGNATION)				

D) ව්‍යාපෘතිය PROJECT		19 ලංසු ඇපකර අංකය Bid Bond No	
20 ව්‍යාපෘතියේ නම NAME OF PROJECT			
21 කොන්ත්‍රාත් අංකය BID/CONTRACT NO			22 කොන්ත්‍රාත් කොන්දේසි CONDITIONS CONTRACT TYPE
23 ව්‍යාපෘතිය පිහිටි PROJECT LOCATION	ලඟම නගරය NEAREST TOWN		දිස්ත්‍රික්කය DISTRICT
24 ව්‍යාපෘතියට අදාළ RELATED TO THE PROJECT	විශේෂත්වය SPECIALTY		ඔබ ශ්‍රේණිය YOUR GRADE

E) ඇපකරය BOND		25 ඇපකරයේ වටිනාකම AMOUNT OF THE BOND	රු RS	26 කොන්ත්‍රාත් මුදලින් % ලෙස AS A % OF CONTRACT SUM	
27 කොන්ත්‍රාත් වටිනාකම (වැට් රහිත) CONTRACT SUM (WITHOUT VAT)	රු RS	සිට FROM	දිනය DATE	මාසය MONTH	වර්ෂය YEAR
28 ඉල්ලුම්කරන කාලය REQUESTED PERIOD					
29 කොන්ත්‍රාත් කාලය ORIGINAL CONTRACT PERIOD					
30 නඩත්තු කාලය DEFECT LIABILITY PERIOD					
31 පැවරුම් ලිපියේ දිනය DATE OF LETTER OF ACCEPTANCE (LOA)					
32 වැඩ ආරම්භක දිනය COMMENCEMENT DATE (AS PER LOA)					

F) ආයතනයේ බලයලත් තැනැත්තා (ලියාපදිංචියේදී හඳුන්වාදුන්) AUTHORIZED SIGNATORY (INTRODUCED WHEN REGISTRATION)				
33 නම (හඟි අයිතිය නම්, නිමකරු) NAME In case of sole (Sole Proprietor/Director)	තනතුර DESIGNATION	ජා.හැ.අං. NIC NO.	ජංගම දුරකථන MOBILE NO.	අත්සන SIGNATURE
34 දිනය DATE	දිනය DATE	මාසය MONTH	වර්ෂය YEAR	35 ආයතනයේ මුද්‍රාව COMPANY SEAL/ RUBBER STAMP

මෙම අයදුම්පත්‍රය "ACL-PBAG" හි සඳහන් ඇමුණුම් සමඟ ඉදිරිපත් කරන්න. FORWARD THIS APPLICATION TOGETHER WITH 'ACL-PBAG'.

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CONSTRUCTION GUARANTEE FUND I N D E M N I T Y

FOR A SPECIFIC BOND/GUARANTEE/SECURITY

AB ☐PB ☐MB ☐RB ☐CB ☐EXTENSION ☐

DATE: _____

Project (Contract) _____

Project (Contract) No _____

Employer (Client) _____

Further to our application to evaluate the possibility of consider and to issue the specific Bond/Guarantee/Security for the above mentioned project, we confirm and irrevocably agree by this indemnity to comply with and not to revoke the following conditions.

- 1) We have clearly read and understood the philosophy & methodology of the Bond/Guarantee issued by the CGF to the Client/Employer on behalf of our company and this indemnity is an undertaking and a binding to comply CGF conditions/ rules & regulations when providing Bond/Guarantee/Security to the above mentioned project and not to challenge if not considered the application knowing that CGF reserves the right to determine the terms and conditions from time to time.
- 2) We irrevocably agree to fulfil all obligations laid down in the Conditions of Contract, Specifications, Drawings, terms in the agreement, Rules & Regulations laid down by the Client/Employer and when evaluating the application if found errors, CGF to rectify as per the documents related to contract and further any RISK of our performance or/and the project, to pledge securities in any form at any stage to minimize such RISK to CGF.
- 3) We agree to notify CGF of any changes/amendments/improvements with regard to; **a)** business registration, status and the Directors of the Company. (Supported with certified copies of the returns from the Registrar of Companies) **b)** memorandum of Articles of the organisation and the share capital **c)** CIDA record book and the membership of any recognised organisation in the construction industry **d)** contract document, scope of work, payments, obligations of the client or contractor, violation of terms and conditions by the client or contractor or disputes/discrepancy/constraints related to the project **e)** to submit the tender results, awards, Bonds taken from CGF or any other sources.
- 4) We agree to send progress reports on CGF specified format /copy of bank returns/statements of project/s on a monthly basis and any other information related to this project, as and when required/requested by the CGF, if necessary, endorsed as correct by the field monitoring officer or any other representative of CGF.
- 5) In the event of any occurrence, which might give cause to a claim under this Bond/Guarantee/Security, we shall, **a)** immediately notify the CGF in writing, giving an indication as to the nature and extent of the occurrence; **b)** take all steps within the capacity & or any other CGF powers to minimize the extent of the loss or damage; **c)** furnish all such information and documentary evidence as may be required.
- 6) We agree that in this project **a)** CGF for any reason utilized/invested CGF funds for construction and related purposes, **b)** the Employer or his subordinate makes a demand/request the financial loss or/and time loss due to our failure in contractual obligation, **c)** if we retained Employer funds without utilizing to the project, then the amounts requested/demanded by the CGF due to one or all above shall be paid by us or/and authorize to recover such from other monies/securities held/retain from this or other projects together with any other charges decided by CGF. Failing to make the payment within 07 days of you are being notified of such request or Demand, will treat as a dispute and the CGF would refer the issue to a sole Arbitrator appointed by the CGF and conduct in accordance with the Arbitration Act No 11 of 1995 or take legal action, to recover such dues and any other charges deemed to be necessary with commercial interest prevailing at the date of when the refund was due (compound interest) until payment is made.
- 7) We agree to pay the levies & securities (If any) once informed and that the levies, and/or any other charges paid to the CGF in respect of this project will not insist to refund to us.
- 8) The CGF is relieved of any responsibilities for loss or damage due to faulty design approval of defective materials improper location or any structural failures during implementation or maintenance period or due to any type of disturbance in the surrounding area.
- 9) We agree to at our own expense take all reasonable precautions and comply with all reasonable recommendations to prevent loss, damage or liability and to comply with all statutory requirements and not to revoke these undertaking until CGF relieved us.
- 10) We agree to give the authority/rights to CGF to comply with any request for time extension made by Employer/Engineer and to inspect & examine the project at any time, and shall provide to the representatives of the CGF, all assistance and with all the details & information for the regular assessment of the project and to identify the possibility of the contractor failing in the project.
- 11) We agree that the CGF is not liable/responsible or bound for any expenditure incurred in doing or redoing or making good or replacing or repairing & carrying out any work which is not in conformity to the scope of work or conditions of the contract and no to hold CGF against claims, demands, actions, proceedings, damages, losses, cost and expenses incurred or failure, breach, negligence or omissions.
- 12) We agree to provide the correct information during bidding, implementation and the maintenance period of the project and authorize CGF/ nominated representatives to inspect, assist, interfere in the activities related to the project, deal with the engineer, consultant, client or any other organization which the CGF feels necessary to understand, assess, overcome, settle, mediate or conduct any inquiry to satisfy the fulfilment of the contractor/client's obligations of the project. We further give full authority to the CGF to provide additional resources or with the resources of a third party to execute work to fulfil our contractual obligations on the project. We agree to indemnify & hold indemnified all such expenses incurred by the CGF in giving effect to the above or failure or from subsequent RISK through project.
- 13) We irrevocably agree to collect all payments under this project through CGF, on advise to open and operate an escrow Project/Lien Account exclusive for the Project/s and to deposit all remittance and to use with the concurrence of CGF, the funds available under this project for proper execution/utilization with authorization of the CGF and not to utilize funds for any other works of other projects. Any surplus/savings will be transferred/ withdrawn with the consent/approval/authorization of the CGF.
- 14) We agree to bear all RISK to CGF, return the original Bond/Guarantee/Security and understand that this Bond/Guarantee/Security becomes automatically null and void once expired and that the liability of CGF extinguishes completely whether the original of our guarantee is returned or not.

SIGNED BY THE AUTHORIZED PERSON OF THE COMPANY

COMPANY :

SIGNATURE :

NAME :

DESIGNATION :

NIC No :

SEAL

ATTESTED & SIGNED IN MY PRESENCE

ATTORNEY- AT- LAW SIGNATURE :

NAME :

BASL NO : SC ENROLMENT NO:

MOBILE : LAND :

EMAIL :

ADDRESS :

SEAL

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අද දින වන විට අත ඇති වැඩ හා ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු (පසුගිය වසර 02 තුල)
WORK IN HAND - AS AT TODAY AND PROJECTS ALREADY BID AND BIDDING UNDER PROCESS (During last 02 years)

A අද දින වන විට අත ඇති වැඩ

CIDA වාර්තා පොතේ "වැඩ විස්තරය" යටතේ වැඩ ආරම්භය හා නිමකිරීමේ තොරතුරු සඳහන් පිටු අමුණන්න (පිටපත)

WORK IN HAND - AS AT TODAY

Please attach pages (copies) of CIDA Reccord Book for "Reccord of Work" as filled at the time of commencement & completion

අ. අ. S N	ව්‍යාපෘතිය Project	කාර්යසාධන/ අත්තිකාරම් ඇපකර ලබාගත් ආයතනය Source of Performance/ Advance Guarantee	සේවා යෝජකයා Employer	ව්‍යාපෘති වටිනාකම රු.(මි) Contract Value Rs(M)	අද දිනට ප්‍රගතිය Progress as at today		වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	නිම කිරීමට බලාපොරොත්තු දිනය Expected date of Completion	වෙනත් කරුණු Remarks
					භෞතික % Physical %	මූල්‍යමය රු.(මි) Financial Rs(M)			

B ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු සහ ප්‍රධානය කිරීමට යෝජිත හා සුදුසුකම් ලත් ලංසු තොරතුරු

PROJECTS ALREADY BID & BIDDING UNDER PROCESS AND PROPOSED TO AWARD & ELIGIBLE BIDS

අ.අ. S N	ව්‍යාපෘතිය Project	ලංසු ඇපකර ලබාගත් ආයතනය Source of Bid Bond	සේවායෝජක Employer	ව්‍යාපෘති වටිනාකම රු.(මි) Contract Value Rs(M)	වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	වැඩ ආරම්භ කළ හැකි වකවානුව (මාසය) Commencement will be (Month)	වෙනත් කරුණු Remarks

සටහන: ඉල්ලා සිටියහොත් බිල්පත් ගෙවීම් සාරාංශ ඉදිරිපත් කළ යුතුයි .

Note : If requested, please be ready to forward summary of Bill Payments

.....

දිනය Date

.....

කොන්ත්‍රාත්වරයාගේ අත්සන Signature of the Contractor

සටහන /NOTE

වර්තමාන තත්ත්වය: 1.ප්‍රදානය කිරීමට අපේක්ෂිත 2.සුදුසුකම් නොලත් 3.සුදුසුකම් ලත් 4.ප්‍රදානය කරන ලද 5.ක්‍රියාත්මක වෙමින් පවති 6.සේවායෝජකයා විසින් අවසන් කරන ලදී 7.අන්‍යෝන්‍ය වශයෙන් අවසන් කරන ලද 8.වැඩ අත්හිටුවීම
 9.සම්පූර්ණයි 10.සම්පූර්ණ කර භාර දෙන ලදී 11.සම්පූර්ණ කළ සහ DLP කාලය

Present status:1.Pending for award 2.Not qualified 3.Qualified 4.Awarded 5.Ongoing 6.Terminated by Employer 7.Mutually Terminated 8.Suspention of work 9.Completed 10.Completed & handed over
 11.Completed & DLP period

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SAMPLE LETTER

Letter to the CGF Please type in the Contractor letterhead and submit together with the Performance & Advance Payment Guarantee Applications Format CGF/202/A-PBAG

CGF/203/LOU-PBAG-LA 25R1

Date:

Chief Executive Officer
Construction Guarantee Fund
Level 01, "Savsiripaya"
123, Wijerama Mawatha,
Colombo 07

Dear Sir,

CONTRACT/PROJECT :
CONTRACT NO. :
DEDICATED/ NOMINATED ACCOUNT NO. :
BANK : **BRANCH** :
CONTRACTOR (COMPANY NAME):

LETTER OF UNDERTAKING

We the above named contracting company clearly understand the CGF modal, the concept of opening and operating a Dedicated/ Nominated Account for contracts/projects undertaken by us where CGF provide Bonds/Guarantees and for this purpose, we have already opened a dedicated Dedicated/ Nominated Account exclusively for the above contract/project.

Further to the Indemnity signed & forwarded by us together with the application for Bond/Guarantee, we agree and irrevocably undertake to deposit all cheques/monies/payments including Mobilization Advance payments to the above Dedicated/ Nominated Account and all other payments made by cash/cheque or transfers in connection with the above contract/project will be remitted to the said Dedicated/ Nominated Account.

Further, we irrevocably undertake not to make any form of transaction through this Dedicated/ Nominated Account or provide as security or deal for any purpose, take OD or purchase cheques without the explicit written approval/authorization by the Construction Guarantee Fund (CGF).

In the event if the Employer not accepted the Bond/Guarantee issued by CGF, we will not request to refund the levy paid to the CGF and take total responsibility and the RISK of forwarding the Bond/Guarantee obtained from CGF to the project.

.....
Signature of the Authorized Officer of the Company

.....
Company Seal

Name :
Designation :
NIC No :
Mobile No :
Tel. No :

SAMPLE LETTER

Letter from the Contractor to CGF

(To be sent on Contractor's Company letterhead)

CGF/204/TERES 24R1

Date

TENDER RESULTS

We enclose herewith the Tender Results of the following project for your information please.

1. Bid Bond No:
2. Source /taken from :
3. Project :
4. Employer :
5. Tender Open Date : Time :
6. Engineer Estimate RS :
7. No of Bidders :
8. Results :

No	Name of Tenderer / Bidder	CIDA Grade	Tender/Bid Value before discount (Rs.)	Discount %	Tender/Bid Value after discount (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature :

Name :

NIC No :

Mobile :

Designation :

Company :

.....
Seal

SAMPLE LETTER

The Mandate of the Collection Account Letter from the Contractor to the Bank

(To be sent to the Bank on the Contractor's Company letterhead)

CGF/205/CTOB 25R1

Date:

The Manager,

..... Bank

.....

Dear Sir,

**SUBJECT : OPENING OF A DEDICATED/ NOMINATED ACCOUNT LIEN TO CONSTRUCTION
GUARANTEE FUND (CGF)**

COMPANY:

BUSINESS ADDRESS:

We, the above named Company with the registered business address given above is a registered to bid and undertake construction contracts, intend to obtain Bond/Guarantee from the Construction Guarantee Fund (CGF), for the purpose of Construction.

It is a mandatory requirement of CGF, that we as the Contractor should open a **Dedicated/ Nominated Account Lien to CGF**, under the business name & style specifically for fund transactions of Projects undertaken by us to get qualified for obtaining Bonds/Guarantee & other facilities.

The mandate of the Dedicated/ Nominated Account is that all transactions of the account must only be effected with the concurrence and explicit written approval of the CGF and should not to be used for any other purpose other than project activities, or used for any other form of transaction or held as security or set off for any other liability of ours, be it with your Bank & Branches, or with any other Bank/s.

The CGF would inform you in writing the authorized officers who could approve any transactions from the said Dedicated/ Nominated Account.

Hence, please be kind enough to open a Dedicated/ Nominated Account in our Business Registration name to be operated as described above, and confirm the above arrangements to CGF.

A draft of the letter required from the Bank to CGF is attached.

Sgd. Contractor

Copies to: CGF

SAMPLE LETTERS

Letter from the Bank to the CGF (To be typed on a Bank's letterhead)

CGF/206/BTOCGF 25R1

Date:

Construction Guarantee Fund,
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 07.

Dear Sir,

SUBJECT : **DEDICATED/ NOMINATED ACCOUNT NO:**
CUSTOMER :
BUSINESS ADDRESS :

As advised by our customer who undertake construction contracts, as required by you we have opened a Dedicated/ Nominated Account under the Name and Style as per the Business Registration of the contractor with address given therein.

Further, we **IRREVOCABLY UNDERTAKE NOT TO** make any disbursements, transfers or effect any other form of transactions and not to hold as security or set off for any other liability or unsettled facilities of our customer with our Bank, branches or other Banks, the monies from the said Dedicated/ Nominated Account or any investment made from the same account opened in our Bank **WITHOUT THE EXPLICIT WRITTEN AUTHORIZATION** received by us from the Construction Guarantee Fund (CGF) given under the signature of an authorized officer of the CGF.

We further undertake to send the CGF, copies of the **MONTHLY STATEMENTS** of the said Dedicated/ Nominated Account on a monthly basis.

We further confirm that the above undertaking and arrangements will be in full force and effect and will not be changed or altered in any manner under the instructions of our customer or any other party **WITHOUT THE EXPLICIT WRITTEN APPROVAL OF THE CGF.**

All correspondence on this subject should be addressed to:

The Manager,
.....
.....

Tel: Fax: e-mail:

Thank you.
Yours faithfully,

.....
Names & Signature
Manager

Staff Code:

Bank Seal

SAMPLE LETTER

Letter to the Client / Employer

To be sent on Contractor's Company letterhead & Additional Signed Letter to submit to CGF please.

CGF/207/TOCLEM-LA 25R1

Date:

.....
.....
.....

Dear Sir,

CONTRACT/PROJECT :

CONTRACT NO. :

CONTRACTOR (COMPANY NAME):

With reference to the above Project/Contract awarded to us by your organization, we intend to obtain/obtained a Bond/Guarantee from the Construction Guarantee Fund (CGF).

We wish to inform you that according to the Conditions of the Contract and rules & regulations of CGF, we have opened a Dedicated/ Nominated Account in respect of the above Project/Contract.

Dedicated/ Nominated Account No :

Bank :

Branch :

Therefore, please remit all such monies payable/remittance under this Project/Contract or write cheques or direct transfer to this Dedicated/ Nominated Account only.

Please confirm your agreement to the above to the CGF using the Sample letter CGF/208/CLEM-LA attached.

The above instructions will not be revoked by us under any circumstances during the tenure of the Contract or until written clearance given/issued by CGF to you please.

Thank you.

Yours faithfully,

Signature of the Contractor

Name

NIC No.

Company Seal

Encl: Sample letter CGF/208/CLEM-LA

Copies to: CGF and Bank

SAMPLE LETTER

Letter from the Client/Employer to the CGF

Request the Client/Employer to use their letterhead please. The original letter form Client/Employer to be attached with the CGF Application Please.

CGF/208/CLEM-LA 25R1

Date:

Construction Guarantee Fund (CGF),
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 7.

Dear Sir,

CONTRACT/PROJECT :

CONTRACT NO. :

CONTRACTOR (COMPANY NAME):

At the request of the Contractor for the above Project we irrevocably undertake to pay and remit all payments against the above contract, which are payable to Contractor to their following Dedicated/ Nominated Account.

Dedicated/ Nominated Account No :

Bank :

Branch :

We further agree to notify the CGF as and when remittances are made against the said contract to the said Dedicated/ Nominated Account.

Yours faithfully,

.....
Authorised Signatory to the Organization

.....
Seal

Name :

Designation :

Organization :

SAMPLE FORMAT OF PROJECT CASH FLOW

Project :	Mobilization Advance (Rs) :	Minimum Bill value (Rs) :
Contractor :	Advance Recovery at (%) :	Price Escalation: : Payable/Not Payable
Initial Contract Sum (Rs) :	Retention (%) :	Defects Liability Period-DLP (Months) :
Contract Period (Months) :	Max. retention (Rs) :	

Delete if not appropriate

	MONTHS	1	2	3	4	5	6	7	8	9	10	11	12
	VALUE IN RS	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.0	VALUE OF WORK AS PLANNED												
1a	Monthly Bill Value/ Workdone (as per programme)												
1b	Cumulative Bill Value												
1c	<i>Less</i> Advance Recovery(% of [1a])												
1d	Cumulative Recovery												
1e	<i>Less</i> Retention (% of [1a])												
1f	Cumulative Retention												
1g	Release of Retention												
1h	Monthly Bill Value (1a+1g)-(1c+1e)												
2.0	REVENUE (INCOME)- CASH IN												
2a	Mobilization Advance (Received)												
2b	Other facilities-Finance (see note ii below)												
2c	Monthly Bill payment Receivable	-											
2d	Monthly Revenue/ Cash in (2a+2b+2c)												
2e	Cumulative Cash in												
3.0	EXPENDITURE - CASH OUT												
3a	Monthly Expenditure [From Pg.2 - line 'a']												
3b	Settlement of Loans in relation to (2b) above												
3c	Monthly Expenditure/ Cash out (3a+3b)												
3d	Cumulative Cash out												
4.0	VARIANCE (2e - 3d)												

NOTES :

- i) Cash Flow should be prepared without VAT
- ii) Indication should be given how the deficit to be met
- iii) Consider Payment Terms
- iv) This Cash Flow should be prepared based on the accepted Construction Programme submitted to the Employer
- v) Contractors are encouraged to use computer application (Ms Project or similar programme) to generate "1a" in this format as per programme.

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**SAMPLE FORMAT OF EXPENDITURE (CASH DISTRIBUTION)
(HISTOGRAMME OF MATERIAL / WORKMEN / MACHINERY)**

Use this sample format to generate '3a' - Monthly Expenditure in cashflow (CF1)

3.0	EXPENDITURE	Total Qty for whole Project	Unit	Rate Rs.	Total of pay items for whole Project Rs	as % of Cont. Sum	Mon 1 Rs.	Mon 2 Rs.	Mon 3 Rs.	Mon 4 Rs.	Mon 5 Rs.	Mon 6 Rs.	Mon 7 Rs.	Mon 8 Rs.	Mon 9 Rs.	Mon 10 Rs.	Mon 11 Rs.	Mon 12 Rs.
3b	(excluding settlement to loans)																	
3.1	Preliminaries	Nil	Sum															
3.2	MATERIALS																	
3.3	Cement		Bags															
3.4	Blocks/ Bricks		No.s															
3.5	Rubble		m ³															
3.6	Metal/ Aggregate		m ³															
3.7	Sand		m ³															
3.8	Roof cover/Ceiling		m ²															
3.9	Reinforcement/Steel		Mt															
3.10	Sanitaryware		Sum															
3.11	Timber		Sum															
3.12	Aluminium		Sum															
3.13	Premix Concrete		m ³															
3.14	Asphalt Concrete		Mt															
3.15	Bitumen		Ltr															
3.16	DI/PVC Pipes		Sum															
3.17	ABC		m ³															
3.18	Filling Sub Base		m ³															
3.19	Formwork		m ²															
3.20																		
3.21																		
3.22																		
3.23	Miscellaneous Mat. Max.10% of Cont.Sum	Nil	Sum															
3.24	PLANT																	
3.25	Purchase/ own	Nil	Sum															
3.26	Hire / Lease	Nil	Sum															
3.27	Running Cost	Nil	Sum															
3.28	Fuel / Lubricant	Nil	Sum															
3.29																		
3.30	LABOUR																	
3.31	Sub Cont	Nil	Sum															
3.32	Own Staff	Nil	Sum															
3.33	Own Labour	Nil	Sum															
3.34																		
3.35	Allowances	Nil	Sum															
3.36	Site O/H	Nil	Sum															
3.37	Head Office O/H	Nil	Sum															
3.38	Profit (PL.see Note 3)	Nil	Sum				-	-	-	-	-	-	-	-	-	-	-	-
a)	Monthly Expenditure 3.1 - 3.38 carried to Pg.01 - 3a				-	-												
b)	Contract Sum (excluding P.Sums, contng. & VAT) (i.e. Total of pay items as per the tendered BOQ)																	

NOTE : 1. Cash Flow should be prepared without VAT

2. Indication should be given how the deficit to be met

3. Profit as forecast at 3.38 above shall not be shared (request) until the satisfactory completion of the Project.

SAMPLE LETTER

Letter to the Bank

To be sent on Contractor's Company letterhead & Additional Signed Letter to submit to CGF when apply for ONLY Performance Bond/Guarantee please.

CGF/213/TOBANK-PB 24R1

Date:

.....

.....

.....

Dear Sir,

SUBJECT: DECLARATION OF AVAILABLE FACILITIES AS AT DATE

COMPANY:

BUSINESS ADDRESS:

CONTRACT/PROJECT :

We the above named company with registered business address given above was awarded a construction project and as per the conditions of Contract we should forward a Performance Bond and intend to apply the bond without the relevant Advance Payment Guarantee from the Construction Guarantee Fund (CGF).

It is a requirement of CGF that we do not require the necessary advance payment guarantee to prove that we maintain sufficient funds with us to perform on the said construction project and for this purpose to obtain a written declaration from the bank stating that our company enjoy sufficient facilities from the bank as bridging finance/revolving capital until completion of the contract.

For this purpose please issue a letter considering as at date the available facilities against our FD/Loan/TOD/POD, addressed to CGF stating that our company has the available facility to enable to perform and to complete the project.

The maximum facility required is Rs.

Thank you.

Yours faithfully,

Signature of the Contractor

Name

NIC No.

Company Seal

Encl: Sample letter CGF/214/BALET-PB

Copy to: CGF

SAMPLE LETTER

*To obtain bank declaration of the customer accounts/facilities.
(To be typed on the Bank letterhead please)*

CGF/214/BALET-PB 24R1

Date:

Chief Executive Officer
Construction Guarantee Fund
"Savsiripaya",
123, Wijerama Mawatha,
Colombo 07

Dear Sir,

SUBJECT: AVAILABLE FACILITIES AS AT DATE

COMPANY:

BUSINESS ADDRESS:

CONTRACT/PROJECT :

As advised by our customer who intend to obtain only a Performance Bond (PB) from CGF for the project awarded to them to issue a letter of confirmation of the facilities available as at date to provide as bridging finance/revolving capital to perform and complete the above project.

Accordingly, we confirm that the said company could enjoy the available facility as at date is Rs..... for the exclusive use to the said project.

This letter has been issued at the request of our customer please.

Thank You.

Yours faithfully,

.....
Authorized Signatory of the Bank and staff code

Name :

Designation :

Bank :

Bank Seal