



MINISTRY OF HOUSING & CONSTRUCTION

APPLICATION for **REGISTRATION, GRADING AND MONITORING OF CONSTRUCTION CONTRACTORS**

MAIN CONSTRUCTION CONTRACTORS

(For Grades C7, C8, C9)

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Construction Industry Development Authority
“Savsiripaya”
123, Wijerama Mawatha
Colombo 07.
Tel : 2699801, 2695965

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Price : Rs. 400/=

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CIDA No. :	
Name :	
Other Details	
Finance : Cash : Others	
Prof. Staff :	
Tech. Staff	
Machinery & Equipment	
Others	

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OTHER DETAILS & CALCULATIONS

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Documents to be checked at the Receipt of Application – by the Information Officer

Contractor CIDA No Ref No

Date

No application (New, Renewal or Upgrading) should be accepted if the Business Registration is not submitted.

All the missing documents should be submitted before the application is processed and finalized. If not the application will be rejected.

	Documents in file	Remarks		
1. Details of Business Registration.				
a. Individual proprietor/partnership / Private Ltd./ community based organization - Copies Business registration	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
b. Limited liability company				
- <u>Form 01/form 40</u> - for				
• Registered Name of the Company	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
• Registered Address	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
• Names of Directors	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
• Share distribution (for foreign collaboration)	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
- <u>Form 20</u> - for				
• Information on change of Directors.	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
2. Bank letters	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
3. Signed affidavit in the application (Date/Place/Rs. 50/- Stamps)	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
4. C forms with <u>names highlighted</u>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			
5. Availability of NCASL Membership	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO			

Checked by..... Date

(Information Officer)

Agreed by the Contractor - Name

Signature

APPLICATION FOR REGISTRATION, GRADING AND MONITORING AS A MAIN CONSTRUCTION CONTRACTOR

INSTRUCTIONS:

1. The applicants are strongly advised to consult the Guidelines for Registration, Grading and Monitoring (CIDA/ID/10-M) before filling this form. They are also free to consult “Information Centre” of CIDA for further clarifications.
2. The sections A, B, C and D of this Application Form should be duly perfected and forwarded to the “Information Centre” of CIDA directly.
3. In the event where an item does not apply to the applicant, “Not Applicable” should be inserted against the item concerned.
4. This duly perfected application should be submitted with all the necessary supporting documents, which **should be numbered in a sequence**. Further, the supporting documents must be properly compiled as a series of enclosures each of which must be labeled according to relevant paragraph of this application form. **The photocopies submitted must be authenticated by a Notary public or by an Attorney at Law.**
5. **The affidavit given in Annex (I) of the application should be completed confirming that what has been submitted is true and correct to the knowledge of the contractor.**
6. If any irregularities are observed in the photocopies of the supporting documents submitted, such copies will be checked with the originals. In this event the originals must be produced.
7. At the submission of the application a preliminary screening will be done to ensure that the contractor possesses the basic requirements for registration.
8. Deliberate submission of false documentation will result in the rejection of the application. Preliminary investigations will be carried out for such cases & necessary action will be taken as per the Annex 3 of Guideline for Registration, Grading and Monitoring of Construction Contractors (CIDA/ID/10-M). No further applications from such contractors will be accepted until whatever action that has been initiated subsequent to such reporting has been concluded.
9. The Contractors Record Book (when obtained to the first time) will be issued only to the **owner**.

A minimum of two weeks period will be taken to process an application.

Mark (✓) in the appropriate box applied for

New Registration

Additional Registration

Upgrading of Registration

Renewal of Registration

A6	NAMES OF OWNERS / PARTNERS / DIRECTORS	
	Name	National Identity Card Number
1		
2		
3		
4		

- Attach photo copies of National Identity Cards.

A7	FIELDS OF REGISTRATION AND GRADES APPLIED FOR MAIN CONSTRUCTION CONTRACTORS			
Building	<input type="checkbox"/>	Highways	<input type="checkbox"/>	
Bridge	<input type="checkbox"/>	Water Supply & Sewerage	<input type="checkbox"/>	
Irrigation & Drainage Canals	<input type="checkbox"/>	Dredging & Reclamation	<input type="checkbox"/>	
Storm Water Disposal and Land Drainage	<input type="checkbox"/>	Maritime Construction	<input type="checkbox"/>	

A8	IF ANY OF THE OWNER / PARTNERS/DIRECTORS HAVE INTEREST IN OTHER CONTRACTING ORGANIZATIONS FURNISH THE FOLLOWING DETAILS			
	NAME OF THE PERSON	ORGANIZATION	CIDA REG. NO.	INTEREST
1				
2				
3				
4				

SECTION B - FINANCIAL RESOURCES

FINANCIAL FACILITIES FROM BANKS OR OTHER INSTITUTIONS (approved by the Central Bank)		
FACILITY	VALUE	NAME OF THE INSTITUTION
Permanent Overdraft		
Fixed Deposits		
Wealth Certificates		
Current Accounts		
Saving Accounts		

Proofing Documents Required to be Submitted

- A certificate from a Bank
- Photocopies of other certificates
- Certificates issued by the Divisional Secretary (for wealth)
- Bank statements for last six months
- Copy of the pass book including last three months records

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SECTION C- DETAILS OF THE STAFF (NOT RELEVANT FOR GRADES C8 & C9)

- C 1 - Furnish details of Professionally or Technically qualified person (If available in your staff).**
- Permanent staff with EPF payments are only considered in here.
 - If the owner or partners fall in to this category, there details also can be entered here.

NAME	NIC NUMBER	MEMBERS EPF NO.	PROFESSIONAL QULIFICATIONS
1.
2.
3.
4.
5.

- C 2 - Details of the consultant (if available only)**
- If your organization obtain the services of a consultant (full time or part time), furnish details below.
 - The details of the NCASL consultant (if the service is obtained)

NAME	PROFESSIONAL QULIFICATIONS
1.
2.

Proofing Documents Required

1. Copies of Educational & Service Certificates
2. A letter obtained from NCASL (if applicable only)
3. Evidence of Employment (Give details of EPF paid – copies of “C” Forms six months pervious & Central Bank payment Records)
4. Consultancy Service agreement between contractor & consultant (sample format is attached)

SECTION D – EXPERIENCE AS A MAIN CONSTRUCTION CONTRACTOR
(If applicable only)

D 1 - No. of Years of Experience :

D4 - Work In Hand – (Attach documentary evidence)

CLIENT	DESCRIPTION OF PROJECT	CONTRACT AMOUNT

The Contractor should submit following documents to prove his work experience.

1. Record of work on CIDA contractor Record Book (certified by consultants) with necessary entries for the completion.
2. Completion certificates issued by state sector clients (In the case of private clients, certificate issued by the Consultant for the particular project and the final payment certificate certified by the qualified consultant should also be attached).
3. Agreements related to the project & Completion certificates issued by qualified consultants.

I / We hereby certify that the information provided in this application including annexes and supporting documents are true and accurate as at this date. I /We am / are aware in the event that any information given is found to be incorrect or that relevant information is with-held, my/our application will be automatically disqualified in addition to any further action Institute for Construction Industry Development Authority (CIDA) may decide to take.

Signature :

Name of authorized person :

Designation / Title :

Date of application :

(Sample format of the Affidavit to be used by the contractor)

AFFIDAVIT

I

.....
... of being a Buddhist /
Christian / Hindu / do hereby solemnly sincerely and truly declare and swear / affirm as
follows :

- 1) I am the deponent above named.
- 2) I state that the information, documents and statements submitted by me attached to my application to the CIDA for grading and registration of Contractors are true and correct.
- 3) I state that if any one of those information, documents and claims furnished by is found to be incorrect will result in rejection of my application for registration and grading of Contractors.
- 4) I also state that I am subject to the control of the disciplinary code of CIDA for the Construction Contractors.
- 5) I indemnify the CIDA from any Criminal of Civil Liability whatsoever arising out of or in-relation to my registration as a Construction Contractor.

The foregoing contents were read over and explained to the deponent by me and having understood same affirm/swear to and placed his/her signature in my presence at

.....
Signature on Rs.50/- Stamp
deponent before me
Justice of the peace

(Sample format of the Agreement between the Contractor & Consultant)

DRAFT AGREEMENT FOR CONSULTANCY SERVICE

BETWEEN

.....(Contractor)

AND

.....Consultant)

THIS AGREEMENT is made and entered into this day of

20.....between, on the one hand,

.....(hereinafter called

the contractor) and on the other hand

.....(hereinafter called the consultant)

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WHEREAS

- (A) The contractor needs the services, on a part time basis, of the consultant, to provide professional and technical support in the preparation of tenders for construction contracts, carrying out contract administration and management and supervision of works for a period of two years from the date hereof, and

WHEREAS

- (B) The consultant has agreed to provide the above mentioned services.

NOW THEREFORE the parties hereto agree as follows :

1. The consultant shall attend to the services listed in paragraph (A) herein above as required and in a manner so that the contractor's works are proceeded smoothly and without interruption during a period of two years from the date hereof.
2. In consideration of the consultant providing the services listed herein above the contractor agrees to pay the consultant at the monthly rate of Rs.

INWITNESS WHEREOF the parties hereto have hereunto set their hands on the day and year just above written.

Sig :

CONTRACTOR

Sig. :

CONSULTANT

In the presence of :

Witness 1.

Witness 1.

Witness 2.

Witness 2.

NOTARIAL ATTESTATION

I Notary Public of
hereby attest that the parties to this Agreement and the Witnesses set their hands hereto in my presence at
..... this day of 20.....

NOTARY PUBLIC

(Seal)

(NOT RELEVANT FOR GRADES C8 & C9)

(Sample Letter to be submitted by Consultant)

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

Director (Development)
CIDA.

PROVISION OF CONSULTANCY SERVICES TO

This is to inform you that I have agreed to provide my services to
.....(contractor) as per the per performance agreement signed
between
&
and attached to this application for Registration & Grading. I also certify that my services in a similar
capacity are utilized at the moment by,

1.
2.
3.
4.

Thank you,
Yours faithfully,

.....