

Instead You may obtain the service of the Engineer attached to the branch NCASL office.

ii. Supervisory Staff

Contractor can obtain 1.0 point under this area, if he has work experience for a minimum of 5 years, or if he has successfully followed the special course for small scale contractors organized by CIDA. For additional points contractor should have permanent supervisory staff working for him. Qualifications required for such supervisory staff is given in Annexure I of the Guideline (CIDA/ID/10-M) under the Technical Assistant category and below.

Experience

- (a) Contractor must submit the copies of the relevant pages of the CIDA Record Book (from pg. 34 to pg. 82) with the endorsements from client organizations to prove the work experience. (This is essential for Grade C6 only)

Following information could be forwarded.

1. Details of registration from different state organizations
2. Contractor's record books issued by different state sector organizations
3. Agreements and work completion letters

- (b) Information on Work Experience during last 5 years

Completion letters issued by the state organizations are considered for state sector works. Private sector work is considered only when the completion letters issued by qualified project consultants and the certified BOQQ are submitted.

- (c) Information on Largest Job Completed

Details on the largest job completed in each speciality should be submitted for this.

Other Details

The owner of the company **must always be present to obtain the CIDA Record Book** (When obtaining the first Record Book only). The CIDA Record Book can be obtained from the Development Division, on any week day before 3.00 p.m.



Ministry of Housing & Construction

Construction Industry Development Authority (CIDA)

**Instructions for Registration
as a Construction Contractor
under National Registration and
Grading System of CIDA**

For Grades From C6 to C9

May 2016



CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY

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123, Wijerama Mawatha

Colombo 07.

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How to obtain the CIDA Registration

1. Your business has to be registered at the Registrar of Business or at the Divisional Secretary's Office and the registration certificate should be obtained. Nature of business should be mentioned as "All Construction Works". "Community Based Organizations" shall produce a valid statutory document issued for its registration by a relevant authority.
2. The application for the 'National Registration and Grading of Construction Contractors' could be purchased from the 'Information Centre' of CIDA at a price of Rs. 400/=. If not, it can be received by post by making relevant payment as follows;
 - a) by sending a bank draft to the name of 'Chairman – Construction Industry Development Authority' (to the full value of books & postage fee)

or
 - b) by direct payment to the Account No. 77454975 of CIDA, at Torrington Branch, Bank of Ceylon and sending the deposit slip and a letter to Director (Development) – CIDA by registered post.
Price of the Guideline – Rs. 680/-, Price of the Application – Rs. 400/-, Registered post fee - for one document Rs. 85/-, both documents Rs. 95/- (your payment should cover the full cost of this)
3. You are requested to submit the duly perfected application form together with the photo copies of the Business Registration Certificate, National Identity Card, documents to prove the construction work experience & Financial ability to the Information Centre – CIDA. All photo copies submitted must be authenticated by a Notary Public or an Attorney-at-law. Also, the applicant must complete the Affidavit attached to the Part II of the application form.
4. The highest value of the contract which can be obtained by you is decided by the grade received by you. The highest values of each grade is given below.

Grade C9	-	up to Rs. 2.0 million
Grade C8	-	from Rs. 2.0 million to Rs. 5.0 million
Grade C7	-	from Rs. 5.0 million to Rs. 10.0 million
Grade C6	-	from Rs. 10.0 million to Rs. 25.0 million
5. The grading of the contractors are carried out as per the 'Guideline for Registration, Grading & Monitoring of Construction Contractors'. As such each grade is required to fulfil the minimum point requirement given in the guideline. Details of minimum point requirement are given below.

Grade	Minimum Point Requirement						Total Points Required	Registration Fee Rs.	Application Processing Fee Rs.
	Financial Capacity		Professional Staff	Supervisory Staff	Work Experience				
	Rs.	Points			Last 5 Years	Largest Project			
C9	0.16 M	0.4	-	1.0	-	-	1.4	6,000 + Vat	500 + Vat
C8	0.4 M	1.0	-	1.0	-	-	2.0	8,000 + Vat	500 + Vat
C7	0.8 M	2.0	2.0	1.0	-	-	5.0	15,000 +Vat	500 + Vat
C6	02 M	3.0	2.0	2.5	1.5	1.5	11.0	20,000 +Vat	2000 +Vat

Those who expect to obtain the registration under grade C6 must fulfil the point requirement of 1.5 for the work done during last 5 years and points 1.5 (Rs. 6.0 million) for the largest job completed in each speciality.

6. You may submit following documents in order to obtain the points mentioned in the chart given before.

(a) Financial Ability

- i. Audited Financial Statements (This is essential for grade C6)
- ii. The minimum financial ability required for each grade is given below.

C9	-	Rs. 160,000/=
C8	-	Rs. 400,000/=
C7	-	Rs. 800,000/=
C6	-	Rs. 2,000,000/=

Additional points will be allowed for higher financial abilities.

- iii. Financial Ability can be fulfilled as follows;
 - Savings Accounts – Average balance for last 3 (three) months is considered here. A copy of the savings account book to be submitted together with the application form.
 - Current Account - As the average value of the highest and lowest balance to be calculated, the statements for last 6 (six) months to be submitted.
 - Fixed Deposits - The minimum deposit period should be 6 (six) months. A copy of the certificate should be submitted.
 - Permanent Over Drafts (P.O.D) granted to the contractor.
 - Wealth Certificates issued by the Divisional Secretary are considered only for Grades C9 to C7. However, only a half of the financial requirement can be fulfilled from such wealth certificates. The balance half should be fulfilled from any other financial source. (Only 50% of the value of the wealth certificates are considered in allocating points)

Eg:-

Grade	Value of the Wealth Certificate in Rs.	Other Finances Rs.
C9	160,000/=	80,000/=
C8	400,000/=	200,000/=
C7	800,000/=	400,000/=

(b) Details of Staff

- i. Professional Staff

Points under **professional staff is not essential for C9 & C8 grades**. But it is essential to obtain 2.0 points under professional staff for C7 and C6 grades. If any of the partners of the company are falling in to this category, you may prove it by submitting copies of educational certificates. If not you have to obtain the service from a consultant. If so such service agreement, qualifications, and the letter of consent from the consultant should be submitted. The maximum points which could be allocated to a consultant is limited to 2.0 and he should fall in to the category of Engineering Assistant or a higher category as given on Annexure I of (page 25 – 29) of the Guideline for Registration, Grading and Monitoring of Construction Contractors (CIDA/ID/10-M).