



# APPLICATION FOR REGISTRATION, GRADING AND MONITORING OF CONSTRUCTION CONTRACTORS



## MAIN CONSTRUCTION CONTRACTORS (For Grades C7, C8, C9)

<b>Publication No. :</b> CIDA/ID/18 (E)	<b>Construction Industry Development Authority</b> "Savsiripaya" 123, Wijerama Mawatha, Colombo 07 Tel : 2699801, 2695965
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<b>A1</b>	<b>REGISTERED NAME OF CONTRACTOR/ ORGANISATION</b>	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr><td style="width: 10%; height: 15px;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> <tr><td style="height: 15px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; font-size: small;">(Write in clear English Block Letters in order to enter the Business Name to Data Base. Leave a gap in between two words)</p>																																																																
<b>A2</b>	<b>NATURE OF ORGANISATION</b> <small>(As given on the Business Registration)</small>	Sole proprietor	Partnership																																																															
		Public Liability Company	Private Ltd. Liability Company																																																															
		Statutory Body	Community Based Organization																																																															
<b>A3</b>	<b>REGISTERED ADDRESS</b> <small>(As given on the Business Registration)</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 40%; padding-left: 10px;">Tel. No. : .....</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"><b>District :</b> .....</td> <td style="padding-left: 10px;">Fax : .....</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"><b>Province:</b> .....</td> <td style="padding-left: 10px;">E Mail : .....</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"><b>Divisional Secretariat :</b> .....</td> <td style="padding-left: 10px;">Web Site Details : .....</td> </tr> </table>				Tel. No. : .....	<b>District :</b> .....	Fax : .....	<b>Province:</b> .....	E Mail : .....	<b>Divisional Secretariat :</b> .....	Web Site Details : .....																																																						
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<b>A4</b>	<b>NAME &amp; DESIGNATION OF PERSON TO CONTACT FOR CLARIFICATIONS (IF ANY)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 40%; padding-left: 10px;">Tel. No. : .....</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;">Fax : .....</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;">E Mail : .....</td> </tr> </table>				Tel. No. : .....		Fax : .....		E Mail : .....																																																								
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<b>A5</b>	<b>ORGANIZATION DETAILS</b>																																																																	
	Percentage owned by Nationals of Sri Lanka .....																																																																	
	<i>(1) In case of a sole proprietor or partnership</i> <i>(2) In case of a limited liability company or statutory body or PLC</i>																																																																	
	Business Registration No. .... Date of Registration .....																																																																	
	*Authorized Share Capital ..... * Issued Share Capital .....																																																																	
	<i>*[only for above (2)]</i>																																																																	
	CIDA Registration No. (if available) ..... Date of First Registration .....																																																																	
<b>A6</b>	<b>NAMES OF OWNERS / PARTNERS / DIRECTORS</b> (Attach photo copies of National Identity Cards.)																																																																	
	<b>Name</b>		<b>National Identity Card Number</b>																																																															
<b>A7</b>	<b>FIELDS OF REGISTRATION AND GRADES APPLIED FOR MAIN CONSTRUCTION CONTRACTORS</b>																																																																	
	<b>FIELD</b>	<b>GRADE</b>	<b>FIELD</b>	<b>GRADE</b>																																																														
	Building		Highway																																																															
	Bridge		Water Supply & Sewerage																																																															
	Irrigation & Drainage Canals		Dredging & Reclamation																																																															
	Storm Water Disposal and Land Drainage		Maritime Construction																																																															

A8	<b>FINANCIAL FACILITIES FROM BANKS OR OTHER INSTITUTIONS (approved by the Central Bank)</b>		
	<b>FACILITY</b>	<b>VALUE</b>	<b>NAME OF THE INSTITUTION</b>
	Permanent Overdraft		
	Fixed Deposits		
	Current Accounts		
	Saving Accounts		
Wealth Certificates			

**Proofing Documents Required to be Submitted (Certified Copies by a Notary Public or an Attorney At Law)**

- Business Registration
- Photocopies of National Identity Cards
- Proof for Bank facilities / Bank statements (Current Account) for last six months / Copy of the pass book (Savings Account) including last three months records and Certificates issued by the Divisional Secretary (for wealth) –(if the banking facilities are not sufficient only)
- Photocopies of other certificates (Consultant Certificate /Proof of following the CIDA Course / Other relevant own qualifications
- Consultancy Agreement (Only for Grade C7. Can be downloaded from CIDA web site or obtained from the CIDA Information Centre)

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 : .....

**FOR CIDA OFFICE USE ONLY**

<b>Finance : Cash</b>	
<b>Others</b>	
<b>Professional Staff</b>	
<b>Technical Staff</b>	
<b>CIDA Course</b>	
<b>Others</b>	

**Grade** : .....

**Assessed by :** (Name) ..... **Signature :** ..... **Date :** .....

**Recommended by :** (Name) ..... **Signature :** ..... **Date :** .....

**Signature of issuing clerk :** ..... **Issuing date of record book :** .....

(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)

**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)