

Date:

Construction Guarantee Fund (CGF)
 “Savsiripaya”
 123, Wijerama Mawatha
 Colombo 07



PERFORMANCE BONDS & ADVANCE PAYMENT GUARANTEES

APPLICANT CHECK LIST

Find herewith an application for a PB ☐ AB ☐ Other

The application together with the following Documents marked “✓” is forwarded to you to enable you to consider our application.

Important Information:-

- i. Date of Letter of Acceptance (if any) :
- ii. Date of Submission of this application to CGF :

1 Perfected Application (<i>Document</i>)	<input type="checkbox"/>	16 Programme (<i>Original</i>)	<input type="checkbox"/>
2 ICTAD Validity (<i>Information</i>)	<input type="checkbox"/>	17 Cash Flow/Histogramme (<i>Original</i>)	<input type="checkbox"/>
3 Balance Capacity as per ICTAD (<i>Information</i>)	<input type="checkbox"/>	18 Tender Results (<i>Copy</i>)	<input type="checkbox"/>
4 Conditions of Contract (<i>Copy</i>)	<input type="checkbox"/>	19 Conditions of Contract (<i>Copy</i>)	<input type="checkbox"/>
5 Pre-bid Meeting Minutes (<i>Copy</i>)	<input type="checkbox"/>	20 Bidding Data (<i>Copy</i>)	<input type="checkbox"/>
6 Letter of Undertaking	<input type="checkbox"/>	21 Contract Data (<i>Copy</i>)	<input type="checkbox"/>
		22 Current Projects/in Hand (<i>a schedule</i>)	<input type="checkbox"/>
		23 Agreement (<i>Copy</i>)	<input type="checkbox"/>
		24 Valid CR Policy (<i>Copy</i>)	<input type="checkbox"/>
		25 Valid WC Policy (<i>Copy</i>)	<input type="checkbox"/>
For Performance/Advance Bond/Guarantee		For other Guarantees Proof of:-	
<i>Please complete according to the following order.</i>		26 Application & Indemnity (<i>Document</i>)	<input type="checkbox"/>
7 Perfected Application (<i>Document</i>)	<input type="checkbox"/>	27 Financial status–Doc. evidence (<i>Copies</i>)	<input type="checkbox"/>
8 Perfected Indemnity (<i>Document</i>)	<input type="checkbox"/>	28 Use of Retention Money (<i>a statement</i>)	<input type="checkbox"/>
9 Letter of Acceptance (<i>Copy</i>)	<input type="checkbox"/>	29 Payment Summaries (<i>Copies</i>)	<input type="checkbox"/>
10 Letter of Undertaking	<input type="checkbox"/>	30 Extensions Granted (<i>Copies</i>)	<input type="checkbox"/>
11 Letter to Bank–“CTOB” (<i>Copy</i>)	<input type="checkbox"/>	31 Other relevant Documents	<input type="checkbox"/>
12 Letter from Bank–“BTOCGF” (<i>Original</i>)	<input type="checkbox"/>		
13 Letter to Employer–“TOCLEM” (<i>Duplicate</i>)	<input type="checkbox"/>		
14 Letter from Employer–“CLEM” (<i>Original</i>)	<input type="checkbox"/>		
15 Copy of Adjusted final BOQ (<i>Copy</i>)	<input type="checkbox"/>		

Note: All copies attached with the application are duly endorsed by us as true copies and if necessary originals can submit on request.

Applicant Name : **Signature :**

Company : **Company Seal :**

CONSTRUCTION GUARANTEE FUND (CGF)

Level 1, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07. Telephone 011-2673087/8 Fax 011-2670966

email:info@cgf.gov.lk cgfund@sltnet.lk website:www.cgf.gov.lk

Application for a **Performance Bond** ☐ **Advance Payment Guarantee** ☐**A) – APPLICANT**

01	Name of the Company					
02	Business Address					
03	Telephone		04 Fax		05 e-mail	
06	ICTAD Highest Grade		07 ICTAD Record Book No		08 Grade relevant to this application	
09	ICTAD Book Valid Upto		10 Work in hand	No Of Projects	Value Rs(M)	

B) – CONTRACT

	BC	HW	BRG	WSD	IRR	DR	OTHER (Please specify)
11	Type of Project (Please ✓)						
12	Name of Project						
13	Contract No		14 Project Location	Province		District	
15	Your Site Engineer / To Name				16 Contact No		
17	Conditions of Contract (Please Specify)						
18	Particulars of Bond/Guarantee taken (Pl. Attach copies)		Bond/Guarantee No		Obtained from		Date of Expiry

C) – DETAILS OF THE EMPLOYER/CLIENT

19	Type of Employer (please tick)	Public		Private	
20	Name	21 Address			
22	Telephone		23 Fax		24 e-mail

D) – DETAILS OF THE ENGINEER TO THE CONTRACT

25	Name	26 Contact No (Land & Mobile)				
27	Telephone		28 Fax		29 e-mail	

E) – DETAILS OF DISPUTE RESOLUTION DAB DBSole ☐Three Member ☐

30	Name/s	31 Telephone No/s	32 Fax
		33 e-mail	

F) – DETAILS OF THE INSURANCE POLICIES

34 Type of Policies	Effective Period		Value Rs:	Taken From
(a) Workmen's Compensation		To		
(b) All Risk		To		

G) – DETAILS OF THE BOND / GUARANTEE

35 Requested amount of the Bond/Guarantee	Rs.	36 Bond/Guarantee as a percentage of contract sum	%
37 Period Required	From	To	
	Date Month Year	Date Month Year	
38 Original Contract Period	From	To	
	Date Month Year	Date Month Year	
39 Defect Liability Period (Maintenance Period)	From	To	
	Date Month Year	Date Month Year	
40 Award Date (Letter of Acceptance - LA)	Date Month Year	41 Date of Commencement (as per 'LA')	Date Month Year
42 Contract sum	With VAT	Rs.	
	Without VAT	Rs.	

H) – SURETIES / RISK MITIGATION

43 Cash Securities / Investment to the Project / Contract	Rs.
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J) – DETAILS OF THE PROJECT / LIEN ACCOUNT

Note:- If same account is use for any other contract/s, please specify the Guarantee/Bond No/s

44 Bank where the Project/ Lien Account is opened	45 Branch	46 Address	47 Account No	
Telephone	Fax	e-mail		
48 Authorized Signatory to Project / Lien Account (Attach Resolution / Power of Attorney for Limited Liability Companies)	49 Designation	50 NIC No	51 Mobile No	
Name				
52 Authorized Signatory to this Application	53 Designation	54 NIC No	55 Mobile No	56 Signature
Name				
57 Date	Month	Year	58 Company Seal/Rubber Stamp	

MODE OF COLLECTION OF BOND/GUARANTEE – by hand ☐ by registered post ☐ by courier ☐ Other
 (If a representative collects the Bond/Guarantee, please send an Authorization Letter indicating the Name, NIC No & Specimen Signature of the person wishes to collect.)

Photocopies of the following documents certified by the applicant (size A4 preferred) should be attached to this application.
 (a) Tender Results (b) Letter of Award (c) Contract Agreement & Conditions (d) Indemnity Form (Format IN-PBAG)
 (e) Work in Hand (f) Program (g) Cash-distribution/histogram of Materials, workmen, Machinery (h) Lien Account Letters
 04 – CTOB, BTOCGF, CLEM & Additional Letter on Format TOCLEM (j) Status letter from the bank on current loan
 and/or OD facilities and present status (k) Copy of adjusted final BOQ (l) Letter of Undertaking - [LOU] (m) Form "M"
 to be detach & use to send the project progress monthly to CGF. Depend on the workability of rates CGF may request an
 investment to the project before considering the application/issuing the Guarantee.

I N D E M N I T Y

The Construction Guarantee Fund

Date :

ISSUE OF BOND/GUARANTEE

AB

☐

PB

☐

MB

☐

RB

☐

CB

☐

EXTENSION

☐

Project

Project No

Client/Employer :.....

Further to our application for the issue of a Bond/Guarantee for the above mentioned project, we confirm and agree to comply with the following conditions.

- 1) We have clearly read and understood the Bond /s issued by the CGF to the client on behalf of us
- 2) We agree to fulfil all obligations laid down in the Conditions of Contract, Specifications & Drawings and the clauses in the general agreement and Rules and Regulations laid down by the Client.
- 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)** ICTAD 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, 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 if the Employer makes a demand on the CGF for payment on the Bond/Guarantee then such amount demanded shall be paid to the CGF by us. Failing to make this payment within 07 days of your being notified of the Demand, the CGF would refer the issue to a sole arbitrator appointed by the CGF in accordance with the Arbitration Act No 11 of 1995 or take legal action, to recover such dues with commercial interest prevailing at the date of when the refund was due (compound interest) until payment is made.
- 7) We agree that the levies, and any other charges paid to the CGF in respect of this project will not be refunded 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.
- 10) We agree to give the rights to CGF to inspect and examine at any time the project, and the contractor shall provide the representatives of the CGF all assistance and with all the details and information for the assessment of 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.
- 12) We agree to provide the correct information during bidding, implementation and the maintenance period of the project and authorize CGF officers or 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 in order that our contractual obligations on the project could be fulfilled. We further authorise the CGF directly or with the resources of a third party to execute any part of the work. We agree to indemnify & hold indemnified all such expenses incurred by the CGF in giving effect to the above.
- 13) We irrevocably agree to open and operate a Project/Lien Account exclusive for the Project/s and to deposit all remittance under the Project/s and to use with the concurrence of CGF the funds available/received under this project for the proper execution/utilization with proper authorization and under the supervision of the CGF and irrevocably agree not to utilize this fund for any other work, which is not directly/indirectly related to this project. Any surplus/savings/profit will be transferred or withdrawn with the consent/approval/authorization of the CGF.
- 14) We agree to return the original Bond/Guarantee at the expiration of same and understand that this Bond/Guarantee becomes automatically null and void 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

SIGNATURE :

NAME :

DESIGNATION :

NIC No :

SEAL

ATTESTED & SIGNED IN MY PRESENCE

ATTORNEY- AT- LAW SIGNATURE :

NAME :

ADDRESS :

SEAL

CGF.FORMAT.14
Updated 01/01/2014
LOU

SAMPLE LETTER (please do not use this sheet)

Please type in the Contractor letterhead and submit together with the PB/AB Application

Format A-PBAG

CONTRACT/PROJECT :

CONTRACT NO. :

LIEN/PROJECT A/C NO. :

BANK : **BRANCH** :

CONTRACTOR (COMPANY NAME):

LETTER OF UNDERTAKING

We (Company Name) clearly understand the concept of opening and operating a Lien Account and for this purpose we have already opened a Lien Account exclusively for the above contract/project and further to the clause 13 of the INDEMNITY signed and forwarded by us together with the application for PB/AB we agree and undertake to deposit all cheques/monies/payments including Mobilization Advance paid by the Employer or any other parties in connection with the above contract/project to the above Lien/Project Account.

Further we irrevocably undertake not to make any form of transaction through this account or hold as security for any purpose without the explicit written approval / Authorization received by us from the Construction guarantee Fund (CGF).

.....
Signature of the Authorized officer of the company

.....
Company Seal

Name :

Designation :

NIC No :

Direct/Mobile No :

SAMPLE LETTER (please do not use this sheet)

(Please print this information on Contractor's Company letterhead)

Date

Construction Guarantee Fund (CGF)

"Savsiripaya"

123, Wijerama Mawatha,

Colombo 07

Dear Sir,

TENDER RESULTS

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

1. Bid Bond taken by us : No:

--	--	--	--	--	--	--	--	--	--	--	--	--

2. Source :

3. Project :

4. Employer :

5. Tender Open Date : Time :

6. Results :

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

Signature :

Name :

NIC No :

Designation :

Company :

Seal

SAMPLE LETTER (please do not use this sheet)

Letter from the Contractor to the Bank

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

Date:

The Manager,

..... Bank

.....

Dear Sir,

SUBJECT: CONSTRUCTION PROJECTS WHICH WOULD BE UNDERTAKEN WITH THE CONCURRENCE OF CONSTRUCTION GUARANTEE FUND (CGF)

OPENING OF A LIEN CURRENT ACCOUNT

We, (Company Name as per the business registration) being a registered company involved in construction contract works, intend to obtain a Bond/Guarantee from the "Construction Guarantee Fund" (CGF), for the purpose of Construction of (Name of Project) Project, awarded by (Client/Employer)

It is a mandatory requirement of CGF, that we (the Bidder / Contractor) should open a **Project / Lien Current Account**, under the above name & style specifically for this Project and any other project/s undertaken by us, in any one of the Banks (Commercial) acceptable to CGF to get qualified for obtaining Bonds/Guarantee from them where CGF will extend facilities.

The above data are required by CGF for them to monitor review/compare the progress of construction work and to check whether the cash flows demonstrate the proper application of finances that are released to us (Contractor) by Clients / Employers, for respective Project/s.

We would inform the respective Client / Employer to remit all monies paid under Project/s directly only to this Project/Lien (Current) Account.

Thereafter, we irrevocably direct that all transactions of whatsoever nature from this Project / Lien Account must only be effected with the concurrence and explicit written approval of the CGF, and should not be transferred for any other purpose other than the said 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 and any of its' 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 Project / Lien Account.

Hence, please be kind enough to open a Project / Lien Account in our business registration name to be operated as described above, and confirm the above arrangements to the CGF.

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

Sgd. Contractor

Copies to: CGF and Client/Employer

DRAFT SAMPLE LETTERS (please do not use this sheet)

Letter from the Bank to the CGF

(To be typed on a Bank's letterhead)

Request the Bank to use their letterhead please

Note: The original letter from Bank to be attached with the CGF Application Please.

Date:

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

Dear Sir,

RE: LIEN PROJECT ACCOUNT NO:

As advised by our client / customer (Company Name as per the business registration of the contractor) we have as required by you, opened a Lien/Project (Current) Account under the Name and Style (Company Name as per the business registration of the contractor) bearing No.....

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 (Company Name)..... with this Bank or any of our Bank branches or other Banks, monies from the said Project Lien Account No..... 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 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 (Company Name)..... or any other party without the explicit written approval of the CGF.

Further, we confirm that at your request and with the concurrence of our client / customer we may in future accommodate any other remittances from any other projects in this account adopting the same undertaking mentioned above and notified to you accordingly.

All correspondence on this subject should be addressed to:

The Manager,

.....

.....

Tel: Fax: e-mail:

Thank you.

Yours faithfully,

.....

Names & Signature
Manager

Bank Seal

DRAFT SAMPLE LETTERS *(please do not use this sheet)*

Letter to the Client / Employer

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

Date:

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

Dear Sir,

Name of the Construction Work Awarded

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

We wish to inform you that we have opened a Project/Lien (Current) Account in respect of the above Project / Contract at Bank
Branch bearing No.

Therefore, please remit all such monies payable to us on this Project, directly to this Account. Cheques should be drawn in favour of :-

Pay *(Name of company as per the business registration)* Lien A/C No of
..... Bank Branch.

Please confirm your agreement to the above to the CGF. (Sample letter attached)

The above instructions will not be revoked by us under any circumstances.

Thank you.

Yours faithfully,

Signature of the Contractor

Name

NIC No.

Company Seal

Copies to: CGF and Bank

DRAFT SAMPLE LETTERS (please do not use this sheet)

Letter from the Client / Employer to the CGF

Request the Client/Employer to use their letterhead please

Note: The original letter form Client/Employer to be attached with the CGF Application Please.

Date:

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

Dear Sir,

(Name of Project :)

(Contract No :)

At the request of the Contractor (*Company Name as per the business registration*)
..... for the above
Project we irrevocably undertake to remit all payments against the above contract, which are payable to
(*Company Name*) to Lien/Project Account
No:..... of Bank
..... Branch.

We further agree to notify the CGF as and when remittances are made against the said contract to the
said Lien/Project Bank Account.

Yours faithfully,

.....
Authorised Signatory to the Organization

.....
Seal

Name :

Designation :

Organization :

SAMPLE FORMAT OF CASH FLOW (SEE NOTE BELOW)
PROGRAMME / CASH DISTRIBUTION / HOSTOGRAMME OF MATERIAL / WORKMEN / MACHINERY

CGF.FORMAT.14
Updated 01012014
CF 1

Project :	Mobilization Advance (Rs) :	Minimum Bill value (Rs) :
Contractor :	Advance Recovery at (%) :	Escalation: : Payable/Not Payable
Initial Contract Sum (Rs) :	Retention 10% or Max (Rs) :	Interest for Delayed Payment: : Payable/Not Payable
Contract Sum (Rs) :	Payment Mode : (Fortnighly/Monthly)	Defects Liability Period-DLP (Months) :
Contract Period (Months) :		

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.
	VALUE OF WORK AS PLANNED												
1	Monthly (Bill Value)												
2	Cumulative (Bill Value)												
3	MOBILIZATION ADVANCE												
4	Less Advance Recovery												
4a	Cumulative Recovery												
5	Less RETENTION												
5a	Cumulative Retention												
6	Release of Retention												
7	Monthly Bill Value (1+6)-(4+5)												
	REVENUE (INCOME)												
8a	Mobilization Advance (Recived)												
8b	Other facilities-Finance (see below)												
8c	Monthly Bill payment Receivable												
8d	Monthly Cash in (8a+8b+8c) (see below)												
9	Cumulative Cash in												
10.0	EXPENDITURE												
10a	FROM (Pg.2 - line 'b')												
10b	Settlement of Loans in relation to (8b) above												
11	MONTHLY EXPENDITURE (10a+10b)												
12	CUMULATIVE EXPENDITURE												
13	VARIANCE (9 -12)												

NOTES : Cash Flow should be prepared without VAT**8b. Indication should be given how the deficit to be met****8c. Consider Payment Terms**

This Cash Flow should be prepared based on the accepted Construction Programme submitted to the Employer

go to **Page 02** →

SAMPLE FORMAT OF CASH FLOW (SEE NOTE BELOW)
PROGRAMME / CASH DISTRIBUTION / HOSTOGRAMME OF MATERIAL / WORKMEN / MACHINERY

CGF.FORMAT.14
Updated 01012014
CF 2

10	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.
10a	(excluding settlement to loans)																	
10/1	Preliminaries	Nil	Sum															
/2	Site O.H	Nil	Sum															
/3	Head Off O/H	Nil	Sum															
10/4	Profit (Pl.see Note 3)	Nil	Sum				-	-	-	-	-	-	-	-	-	-	-	-
	MATERIALS																	
10/5	Cement		Bags															
/6	Blocks/ Bricks		No.s															
/7	Rubble		m ³															
/8	Metal/ Aggregate		m ³															
/9	Sand		m ³															
/10	Roof cover/Ceiling	Nil	Sum															
/11	Reinforcement/Steel		Mt															
/12	Sanitaryware		Sum															
/13	Timber	Nil	Sum															
/14	Aluminium	Nil	Sum															
/15	Premix Concrete		m ³															
/16	Asphalt Concrete		Mt															
/17	Bitumen		Ltr															
/18	DI/PVC Pipes	Nil	Sum															
/19	ABC		m ³															
/20	Filling Sub Base		m ³															
/21	Formwork	Nil	Sum															
/22.a																		
/22.b																		
/22.c																		
/22.d	Miscellaneous Mat. Max.10% of Cont.Sum	Nil	Sum															
	PLANT																	
10/23	Purchase	Nil	Sum															
/24	Hire / Lease	Nil	Sum															
/25	Running Cost	Nil	Sum															
/26	Fuel / Lubricant	Nil	Sum															
	LABOUR																	
10/27	Sub Cont	Nil	Sum															
/28	Own Staff	Nil	Sum															
/29	Own Labour	Nil	Sum															
a) Contract Sum (without conting. & P.Sums = Total of pay items as per the																		
b) Monthly Expenditure 10a/1 - 10a/29 carried to Pg.01																		
c) Cum.Expenditure carried to Pg.01																		

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 10/4 above shall not be shared (request) until the satisfactory completion of the Project.

අද දින වන විට අත ඇති වැඩ හා ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු
WORK IN HAND - AS AT TODAY AND PROJECTS ALREADY BID AND BIDDING UNDER PROCESS

CGF.FORMAT.14
Updated 01012014
WINH

අද දින වන විට අත ඇති වැඩ
WORK IN HAND - AS AT TODAY

අ. අ. S N	ව්‍යාපෘතිය Project	සේවා යෝජකයා Employer	වටිනාකම රු.(මි) Cost Rs(M)	අද දිනට ප්‍රගතිය Progress as at today		ඉතිරි වැඩ Balance Work		නිම කිරීමට බලාපොරොත්තු දිනය Expected date of Completion	වෙනත් කරුණු Remarks
				භෞතික % Physical %	මූල්‍යමය රු.(මි) Financial Rs(M)	භෞතික % Physical %	මූල්‍යමය රු.(මි) Financial Rs(M)		

ඉදිරිපත් කළ හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු
PROJECTS ALREADY BID AND BIDDING UNDER PROCESS

අ. අ. S N	ව්‍යාපෘතිය Project	සේවා යෝජකයා Employer	වටිනාකම රු.(මි) Cost Rs(M)	තෝරා ගතහොත් වැඩ ආරම්භ කළ හැකි වකවානුව (මාසය) If Successful-Commencement will be (Month)	වෙනත් කරුණු Remarks

ව්‍යාපෘති ගිණුමෙන් මුදල් නිකුත් කිරීම
REQUEST TO RELEASE MONEY FROM PROJECT/LIEN ACCOUNT

CGF.FORMAT.14
Updated 01012014
REMO

(කොන්ත්‍රාත්වරයාගේ ලිපි ශීර්ෂයක මුද්‍රණය කර වෙක් පත් අත්සන් තැබීමට බලය ඇත්තෙකු මෙහි අත්සන් තැබිය යුතුය)
 (To be printed on the Contractors letterhead and signed by the person/s authorized to operate the Bank Account)

1. ව්‍යාපෘතිය/Project :
 2. කාර්ය සාධන ඇපකර අංකය/PB No:..... 3. අත්තිකාරම් ඇපකර අංකය/AB No:

4. කරුණාකර අපගේ ව්‍යාපෘති ගිණුම් අංක දරණ බැංකුවේ
 ශාඛාවෙන් රු...../.....ක මුදලක්, මාගේ පොදු ගිණුම් අංක
 දරණ බැංකුවේ ශාඛාවට නිදහස් කිරීමට
 උපදෙස් දෙන්න.

Please be good enough to instruct the Bank Branch to release
 Rs. /..... from our Project/Lien Account No. to my Operating
 Account No: at Bank..... Branch.

5. මෙම මුදල් ලැබුනේ (✓)
 These payments are against monies received from (✓)

6. () අත්තිකාරම් ගෙවීම් වෙනුවෙනි 7. () මාසික බිල්පත් අංක:..... වෙනුවෙනි
 () Mobilization Advance Payment () Interim Bill No:

8. () වෙනත් (සඳහන් කරන්න)
 () Others (please specify)

9. සේවායෝජකයාගෙන් ලැබුණු මුදල් (කරුණාකර වෙක්පත් පිටපත් අමුණන්න)
Payments Received from Employer (Please attach a photo copy of the Employer' Cheque)

10. වටිනාකම : රු.
 Amount : Rs.

11. වෙක්පත් අංක : වටිනාකම: රු. බැංකුව: ශාඛාව:
 Cheque No : Amount: Rs Bank: Branch:

12. අද දිනට බැංකු ගිණුම් ශේෂය රු. – මෙම තැම්පතුව සහිතව / මෙම තැම්පතුව නොමැතිව.
 Today's Bank Balance is Rs. – with / without this deposit.

13. කරුණාකර අවසන් ගෙවීම් බිල්පත් සාරාංශ අමුණන්න.
 Please attach a photo copy of the Last Payment Summary Sheet of the Payment received.

.....
 අත්සන / Signature මුද්‍රාව / Affix Seal
 නම / Name : තනතුර / Designation:

ඇමුණුම් ඇත. වෙක්පත් පිටපත් ☐ ගෙවීම් සාරාංශය ☐ Attachments: Copy of Cheque ☐ Payment Summary Sheet ☐

කරුණාකර මෙම ඉල්ලීමේ ලිපිය, ලැබුණු වෙක්පත් ඡායා පිටපත හා ගෙවීම් සාරාංශය ආවේණිකව කර, තැපැල් කරන්න. } Fax: 0112 670966
 This letter, copy of cheque received & Payment Summary should be faxed and followed by post please.
 මෙම ලේඛණ ඡායා පිටපත් කිරීම හෝ www.cgf.gov.lk අපගේ වෙබ් අඩවියෙන් බාගත කළ හැක
 This Document may be photocopied or could be Downloaded from www.cgf.gov.lk

CONSTRUCTION GUARANTEE FUND (CGF)

Level 1, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07. Telephone 011-2673087/8 Fax 011-2670966

email:info@cgf.gov.lk cgfund@sltnet.lk website:www.cgf.gov.lk

APPLICATION FOR EXTENSION OF BONDS/GUARANTEE

(FILL IN BLOCK LETTERS PLEASE)

01. Company Name

--

1.1 Telephone

1.2 Fax

1.3 e-mail

02. Project

--

2.1 Contract No.

2.2 Date of Commencement

03. Bond No.

Valid up to

D D M M Y Y Y Y

3.1 Previously Extended : No

9

Yes

7

Yes ☐ if yes extension up to:

04. For BB only

4.1 Reason for request to extend :

.....

4.2 Required extension up to :

05. For PB & AB only

5.1 Required extension up to :

5.2 Progress - Physical Progress% and Financial Progress%

5.3 What is the exact cause of the delay to complete the project within the stipulated time :-

(Employer Delay ☐ / Contractor Delay ☐ / Force Majeure ☐ / other reason please specify in detail on a separate sheet with your proposals to overcome the delays.....

5.4 Mobilization Advance -

Received (without VAT) Rs..... Recovered Rs..... Balance Rs.....

5.5 Retention - with held Rs.....

Balance to be with hold as per original scope Rs.....

5.6 Whether additional Mobilization Advance has been approved for any reason during the tenure of the Contract. No ☐ Yes ☐ If yes please specify purpose and its recovery so far.

Guarantee No. source -

06. Specify the Status of the Project as at today. Changes to original Scope Yes ☐ No ☐
(Please furnish documentary evidence to support the above statement.)
-

07. General:

Please forward the following documentary evidence and copies to support the request.

- 7.1 Your Request to CGF
 - 7.2 Your Request to Employer to extend the Contract Period (Not for Bid Bond).
 - 7.3 Consent/Extension of the Employer to extend the Contract Period.
 - 7.4 Revised Programme, Cash flow and Histogram as per proposed extension.
 - 7.5 Copies of Extended Insurance policies and all Risk and Workmen Compensation.
 - 7.6 Work in Hand at present. (Specify Balance work including this project) Name of Projects, Contract Period, and probable date of completion and value of work to be done.
 - 7.7 A copy of the minutes of the last progress meeting.
 - 7.8 Copy of the last bill paid.
 - 7.9 Copy of the last bill certified but not paid.
 - 7.10 Copy of the last bill submitted / pending.
-

08. For MB & RB only

- 8.1 What made you to request the Bond/Guarantee for a further period?
 - 8.2 Evidence to establish the date of completion/ handover the project.
 - 8.3 Copy of substantial completion certificate.
-

Attached herewith the letter of certifying photocopies to support items No 4, 5 to 5.6, 6, 7 to 7.10, 8.2 & 8.3

09. Authorized Signatory of this Application

9.1

Name	Designation	NIC No.	Signature

9.2

Date	Month	Year

9.3 Company Seal / Rubber Stamp