

**நிர்மாண உத்தரவாத நிதி (சீ.ஜி.எவ்)**  
**CONSTRUCTION GUARANTEE FUND (CGF)**

**செயற்பாட்டுபிணைமுறி முற்பண்பிணைமுறி-தேவையான தகவல் சரிபார்ப்பு பட்டியல்**  
**PERFORMANCE BOND (PB) & ADVANCE PAYMENT GUARANTEE (APG) - Required Information/Checklist**

குறிப்பு: ஒவ்வொரு செயற்பாட்டுபிணை முறி மற்றும் முற்பண்பிணை முறி விண்ணப்பத்திற்கும் தனித்தனி விண்ணப்படிவம் மற்றும் பிணை முறி உத்தரவாதம் என்பன சமர்ப்பிக்க வேண்டும். விண்ணப்பத்தை மதிப்பிடுவதற்கு பின்வரும் ஆவணங்கள் அவசியம்  
**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.

திட்டத்தின் பெயர்/ கேள்வி இல  
Project Name/ Contract No

செயற்பாட்டுபிணை முறி மற்றும் முற்பண்பிணை முறி ஆகிய இரண்டுக்கும்  
For both Performance Bond & Advance Payment Guarantee

		FORMAT CODE	Attached (✓)	CGF Use only	
01	மூலப்பிரதி Original	செயற்பாட்டுபிணை முறிவிண்ணப்பம் Bond Application for PB	CGF/202/A-PBAG		
02		உறுதிப்படுத்திய பிணை முறி உத்தரவாதம் Certified Indemnity for PB	CGF/202-1/IN-PA		
03		முற்பண்பிணை முறி விண்ணப்பம் Bond Application for APG	CGF/202/A-PBAG		
04		உறுதிப்படுத்திய பிணை முறி உத்தரவாதம் Certified Indemnity for APG	CGF/202-1/IN-PA		
05		உத்தரவாத கடிதம் Letter of Undertaking	CGF/203/LOU-PBAG-LA		
06		வேலை வழங்குனருக்கு அனுப்பிய கடிதம் (மேலதிகமாக இன்னுமொரு கடிதம் மூலப்பிரதி) Letter to Employer (Additional Original)	CGF/207/TOCLEM-LA		
07	வேலை வழங்குனரிமிருந்து கிடைத்த கடிதம் Letter from Employer	CGF/208/CLEM-LA			
08	கையிலுள்ள வேலை Current Projects in Hand	CGF/210/WINH			
09	பிரதி Photocopy	கேள்வி திறத்தல் முடிவு Bid/Tender Results	CGF/204/TERES		
10		கட்டுமானத்திட்ட விளக்கப்படம் Construction Programme (Bar Chart)	-		
11		காசு விரக்சுற்று(சீடா தரம் C 4 க்கு உட்பட்ட) Cash Flow/Histogramme (Only CIDA C4 and above)	CGF/209/CF1 CGF/209/CF2		
12		கேள்வி அறிவிப்பு Bid/Tender Notice	-		
13		கேள்வி முற்கூட்ட அறிக்கை Pre-bid Meeting Minutes	-		
14		கேள்வி தரவு Bidding Data	-		
15		ஒப்பந்த தரவு மற்றும் பிணைமுறி மாதிரி Contract Data & Guarantee Formats	-		
16		ஒப்பந்த கட்டளை/பிணைமுறியின் மாதிரி Conditions of Contract/Form of Bid	-		
17		இறுதியாக ஏற்றுக்கொள்ளப்பட்ட பொருட்களுக்கான விலைப்பட்டியல் Accepted final BOQ	-		
18		வேலைத்திட்டத்தை உறுதிப்படுத்திய கடிதம் Letter of Acceptance	-		
19		<b>செயற்பாட்டுபிணைக்கு மட்டும் விண்ணப்பித்திருந்தால் மேலதிக தகவல் / When applying for PB only, additional information</b>			
		தற்போது வங்கி வசதிகள் உள்ளன அல்லது பயன்படுத்தப்படவில்லை Current Bank facilities available & not utilized	CGF/214/BALET-PB		
		<b>முற்பண்பிணை மட்டும் விண்ணப்பித்திருந்தால் மேலதிக தகவல் / When applying for APG only, additional information</b>			
20		வேலைத்திட்ட ஒப்பந்தம் Contract Agreement	-		
21		இந்த வேலைத்திட்டத்திற்காக எடுக்கப்பட்ட செயற்பாட்டுபிணை Performance Bond taken for this project	-		
	<b>தனியார்துறை வேலை வழங்குனர் என்றால் / If Private Sector Employer</b>				
22	நிறுவனத்தின் சுயவிபரம் organizational Profile	-			
23	நிறுவனத்தின் சட்ட நிலை Legal status of Organization	-			
24	நிறுவனத்தின் உடன்படிக்கை Articles of Company	-			
25	நிதி உதவிக்கான ஆதாரம் Evidence for funding	-			

திட்டம்/உரிமையில்லாக்கணக்கு இல்லை என்றால் புதிய கணக்கு ஒன்றை திறக்க சீ.ஜி.எவ் ஐ அழைக்கவும். அனைத்து ஆவணங்களும் சரியானதும் உண்மையானதும் என அங்கீகரிக்கப்பட்டு சமர்ப்பிக்கப்பட வேண்டும். தேவைப்பட்டால் மூலப்பிரதிகளை சமர்ப்பிக்கவேண்டும்  
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.

பிணைமுறி சேகரிக்கும் முறை MODE OF COLLECTION OF GUARANTEE

நேரடியாக BY HAND

பதிவுத்தபால் BY REGISTERED POST

கூரியர் மூலம் BY COURIER

வேறு OTHER

ஒரு பிரதிநிதி தனிப்பட்ட முறையில் சேகரிப்பதாயின் அந்த நபரின் பெயர், தே.அ.அ.இல் மற்றும் மாதிரி கையொப்பத்துடன் கடித அங்கீகார கடிதத்தை அனுப்பவும். IF A REPRESENTATIVE COLLECTS THE SECURITY, UNDERSIGNED SHOULD SEND A PERMISSION LETTER WITH THE REPRESENTATIVE NAME, NIC NO & SPECIMEN SIGNATURE.

ஒப்பந்தகாரர் Contractor : \_\_\_\_\_  
சீ.ஜி.எவ் க்கு விண்ணப்பம் கொடுத்த திகதி : \_\_\_\_\_

Application submit to CGF on

செயற்பாட்டுபிணைமுறி சமர்ப்பிப்பதற்கான கடைசி நாள் : \_\_\_\_\_  
Ultimate date to submit PB

(வேலை வழங்கப்பட்ட கடிதத்தின் படி) /As per Award Letter

அங்கீகரிக்கப்பட்ட நபர் Authorized Person : \_\_\_\_\_

கையொப்பம் Signature : \_\_\_\_\_

பதவி Designation : \_\_\_\_\_

நிறுவனமுத்திரை Company Seal

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**நிர்மாண உத்தரவாத நிதி (சீ.ஜி.எவ்)**  
**CONSTRUCTION GUARANTEE FUND (CGF)**

செயற்பாட்டுபிணைமுறி  முற்பணப்பிணைமுறி க்கான விண்ணப்பம்

APPLICATION FOR PERFORMANCE BOND/GUARANTEE/SECURITY  ADVANCE PAYMENT GUARANTEE

[தயவு செய்து விண்ணப்பத்தை ஆங்கில பெரிய எழுத்துக்களில் நிரப்பவும். THE APPLICATION MUST BE FILLED IN ENGLISH.]

<b>A) ஒப்பந்தகாரர் அமைப்பு (வணிகப்பதிவின்படி)</b> <b>CONTRACTOR ORGANIZATION (AS PER BUSINESS REGISTRATION)</b>		பதிவு செய்யப்பட்டது Registered	VAT	ஆம் YES	இல்லை NO
01 நிறுவனத்தின் பெயர் NAME OF THE COMPANY					
02 அஞ்சல் முகவரி POSTAL ADDRESS					
03 மின் அஞ்சல் E-MAIL					
04 தொடர்பு கொள்ள வேண்டிய நபர் CONTACT PERSON	05 கையடக்கத் தொலைபேசி MOBILE				
06 சீடா புத்தக இலக்கம் CIDA RECORD BOOK NO	07 செல்லுபடியாகும் காலம் VALID UP TO	08 சீடா உயர்தரம் CIDA HIGHEST GRADE		திறமைகள் SPECIALTY	
<b>B) நிறுவனத்தின் வங்கிக் கணக்கின் விபரங்கள் COMPANY BANK ACCOUNT</b> இந்தக்கணக்கினை எந்தச்சூழ்நிலையிலும் மாற்ற முடியாது. திட்டத்தின் பொறுப்பு முடியும் வரை. THIS ACCOUNT CANNOT BE CHANGED UNTIL PROJECT LIABILITY IS OVER.					
09 கணக்கு இல ACCOUNT NO	10 வங்கி BANK				
11 முகவரி ADDRESS	12 வங்கிக்கிளை BRANCH				
13 மின் அஞ்சல் E-MAIL	14 தொலைபேசி TELEPHONE				
<b>C) வேலை வழங்குனரின் அமைப்பு EMPLOYER ORGANIZATION</b>					
அரசு GOVERNMENT		அரை-அரசு/வாரியங்கள் /கார்ப்பரேஷன் SEMI-GOVERNMENT/ BOARDS /CORPORATION		தனியார் PRIVATE	
15 வேலை வழங்குனருடைய பதவிப்பெயர் EMPLOYER DESIGNATION	16 பெயர் மற்றும் விலாசம் NAME & ADDRESS OF THE EMPLOYER				
17 தொலைபேசி TELEPHONE	மின் அஞ்சல் E-MAIL				
18 புயனாளி (பிணைமுறி வழிவகைப்பு, வேலை வழங்குனரிடமிருந்து வேறுபட்டால்) BENEFICIARY (IF DIFFERENT FROM EMPLOYER, LOA SIGNED DESIGNATION)					
<b>D) வேலைத்திட்டம் PROJECT</b>					
19 பிணைமுறி இல Bid Bond No					
20 திட்டத்தின் பெயர் NAME OF PROJECT					
21 கேள்வி இல BID/CONTRACT NO	22 ஒப்பந்த கட்டளையின் வகை CONDITIONS CONTRACT TYPE				
23 வேலைத்திட்டத்தின் இடம் PROJECT LOCATION	அருகில் உள்ள நகரம் NEAREST TOWN	மாவட்டம் DISTRICT			
24 வேலைத்திட்டத்துடன் தொடர்புடையது RELATED TO THE PROJECT	திறமைகள் SPECIALTY	உங்களது தரம் YOUR GRADE			
<b>E) பிணை BOND</b>					
25 பிணை கோரப்பட்ட தொகை ரூ. AMOUNT OF THE BOND RS	26 ஒப்பந்த தொகையின் வீதமாக AS A % OF CONTRACT SUM				
27 ஒப்பந்த தொகை (வற் இல்லாமல்) CONTRACT SUM (WITHOUT VAT)	ரூ. RS	தொடக்கம் FROM	திகதி DATE	மாதம் MONTH	ஆண்டு YEAR
28 கோரப்பட்ட காலம் REQUESTED PERIOD					
29 ஆரம்பத்திலிருந்து ஒப்பந்தத்துக்குரிய காலம் ORIGINAL CONTRACT PERIOD					
30 பராமரிப்புக்காலம் DEFECT LIABILITY PERIOD					
31 ஒப்பந்த உறுதிக்கடிதம் வழங்கிய திகதி DATE OF LETTER OF ACCEPTANCE (LOA)					
32 வேலை தொடங்கிய திகதி (வேலை வழங்கிய கடிதத்தின் படி) COMMENCEMENT DATE (AS PER LOA)					
<b>F) அங்கீகரிக்கப்பட்டவரின் கையொப்பம்(பதிவு செய்யும் போது அறிமுகப்படுத்தியது)</b> <b>AUTHORIZED SIGNATORY (INTRODUCED WHEN REGISTRATION)</b>					
33 பெயர் ஒரே வழக்கில் (ஒரே உரிமையாளர்/இயக்குனர்) பதிவு NAME In case of sole (Sole Proprietor/Director)	தே.அ.அ இல DESIGNATION	தொலைபேசி MOBILE NO.	கையொப்பம் SIGNATURE		
34 திகதி DATE	திகதி DATE	மாதம் MONTH	ஆண்டு YEAR	35 கம்பனி முத்திரை COMPANY SEAL/ RUBBER STAMP	

இந்த விண்ணப்பம் "ACL-PBAG" என்ற விண்ணப்பத்துடன் அனுப்பப்பட வேண்டும். FORWARD THIS APPLICATION TOGETHER WITH 'ACL-PBAG'.

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**අද දින වන විට අත ඇති වැඩ හා ඉදිරිපත් කල හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු (පසුගිය වසර 02 තුළ)**  
**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 Record Book for "Record 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.(ම) 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.(ම) Financial Rs(M)			

**B ඉදිරිපත් කල 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.(ම) Contract Value Rs(M)	වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	වැඩ ආරම්භ කල හැකි වකවානුව (මාසය) Commencement will be (Month)	වෙනත් කරුණු Remarks

සටහන: ඉල්ලා සිටියහොත් බිල්පත් ගෙවීම් සාරාංශ ඉදිරිපත් කල යුතුයි .

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

.....  
දිනය Date

.....  
කොන්ත්‍රාත්වරයාගේ අත්සන Signature of the Contractor

**සටහන /NOTE**

වර්තමාන තත්වය: 1.ප්‍රදානය කිරීමට අපේක්ෂිත 2.සුදුසුකම් නොලත් 3.සුදුසුකම් ලත් 4.ප්‍රදානය කරන ලද 5.ක්‍රියාත්මක වෙමින් පවතී 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 කල 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

Bank Seal .....

Staff Code: .....

**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,

.....  
Authorized 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 VALUE IN RS	1	2	3	4	5	6	7	8	9	10	11	12
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<b>1.0</b>	<b>VALUE OF WORK AS PLANNED</b>												
1a	Monthly Bill Value/ Workdone (as per programme)												
1b	Cumulative Bill Value												
1c	Less Advance Recovery( % of [1a])												
1d	Cumulative Recovery												
1e	Less Retention (% of [1a])												
1f	Cumulative Retention												
1g	Release of Retention												
1h	Monthly Bill Value (1a+1g)-(1c+1e)												
<b>2.0</b>	<b>REVENUE (INCOME)- CASH IN</b>												
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												
<b>3.0</b>	<b>EXPENDITURE - CASH OUT</b>												
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												
<b>4.0</b>	<b>VARIANCE ( 2e - 3d )</b>												

**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.

go to Page 02 →

**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	<b>MATERIALS</b>																	
3.3	Cement		Bags															
3.4	Blocks/ Bricks		No.s															
3.5	Rubble		m <sup>3</sup>															
3.6	Metal/ Aggregate		m <sup>3</sup>															
3.7	Sand		m <sup>3</sup>															
3.8	Roof cover/Ceiling		m <sup>2</sup>															
3.9	Reinforcement/Steel		Mt															
3.10	Sanitaryware		Sum															
3.11	Timber		Sum															
3.12	Aluminium		Sum															
3.13	Premix Concrete		m <sup>3</sup>															
3.14	Asphalt Concrete		Mt															
3.15	Bitumen		Ltr															
3.16	DI/PVC Pipes		Sum															
3.17	ABC		m <sup>3</sup>															
3.18	Filling Sub Base		m <sup>3</sup>															
3.19	Formwork		m <sup>2</sup>															
3.20																		
3.21																		
3.22																		
3.23	Miscellaneous Mat. Max.10% of Cont.Sum	Nil	Sum															
3.24	<b>PLANT</b>																	
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	<b>LABOUR</b>																	
3.31	Sub Cont	Nil	Sum															
3.32	Own Staff	Nil	Sum															
3.33	Own Labour	Nil	Sum															
3.34																		
3.35	<b>Allowances</b>	Nil	Sum															
3.36	<b>Site O/H</b>	Nil	Sum															
3.37	<b>Head Office O/H</b>	Nil	Sum															
3.38	<b>Profit (Pl.see Note 3)</b>	Nil	Sum				-	-	-	-	-	-	-	-	-	-	-	-
a)	<b>Monthly Expenditure 3.1 - 3.38 carried to Pg.01 - 3a</b>				-	-												
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*