COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

BID FOR THE SUPPLY OF : Bid for Hiring of Vehicle and Machinery for Six Months Period under rate basis.

BID NO : CPD/14/888/2026 (II)

BID OPENING DATE : 05.11.2026 TIME: 10.00 A.M.

PART - I
(For office use only)

NAME OF THE BIDDER:……..……..……..…….

DEPARTMENTAL RECEIPT NO: ……M.T'S RECEIPT NO: ….……

DATE: ……. ……..……
ISSUING OFFICER

PART - II
(To be filled by the Bidder)

1. **NAME OF THE BIDDER: .....**
2. **BUSINESS ADDRESS: .....**
3. **TELEPHONE NUMBERS: .....**
4. **EMAIL ADDRESS :……..**
5. **BUSINESS REGISTRATION NO:.....**
6. **BANK & BID SECURITY NO: .....**
7. **BID SECURITY AMOUNT: .....**
8. **VAT REGISTRATION : …….**

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Bids for Hiring of Vehicle and Machinery for Six Months Period under rate basis.

Please follow Bid Notice Published on **16th October 2026** in the **Daily News, Dinamina and Thinakaran** for Details of Bids items.

Bid will be received up to **10.00 a.m. on 05th November 2026** and will be opened immediately.

PART 1

General Terms and Conditions

The Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites bid to hire vehicle & Machinery for One year Period under rate basis Bus under the terms and conditions given below.

1. The contract period is Six months from 27.12.2026. However the contract may be renewed, on concurrence of both parties.

2. The bid shall be valid until 120 days from the date of bid opening & bidder can't change the bid prices within the agreement period.

3. BIDDER should be forwarded in Original with Duplicate. Both copies of the bid shall be signed and sealed by the bidder and enclose in separate envelops and Seal, each shall be **marked " ORIGINAL' DUPLICATE**" and the **Name of the bided Item and Closing Date:** and Address to the **"Municipal Commissioner" Colombo Municipal Council, Town Hall, Colombo 07.** Thereafter Both ORIGINAL and DUPLICATE shall be enclosed to one envelop and sealed AND mark the Name of bided item to be supplied on top left hand corner and Closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07.

4. BIDDER'S Name and Address shall be written on each envelop. The duly perfected bidders shall be deposited in the **Tender Box** kept in the **Municipal Secretary's Department, Town Hall, Colombo 07,** before closing as per time and date, published in the press Notice.

5. Bidder or their authorized representatives are allowed to be present at the time of opening of the Bid.

6. **Non Collusion affidavit shall be mandatory submitted along with the bid. Format attached herewith. (Annexure – 02)**

7. **Bid guarantee/Security** obtained in favor of the Municipal Commissioner, Colombo Municipal Council to the value of **Rs. 20,000.00 valid for 150 days** (One Hundred Fifty days) from the closing date of bids should be provided along with the bid.

8. **Bid guarantee/Security can be obtained under following options.**

Option 01

Obtaining a Bid guarantee/Security in the form of a Bank guarantee using the format given in **Annexure 01.**

Such Bank guarantee shall be irrevocable, unconditional and shall be encashable upon the first written request by the PE.

Bank guarantee issued by any of the following banks / institutions are acceptable.

(a) A local commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka.

(b) A foreign Commercial Bank operating in Sri Lanka, which is approved by the Central Bank of Sri Lanka ;

(c) A foreign bank operating outside of Sri Lanka, provided that the relevant Bank Guarantee is confirmed by a local or foreign bank operating in Sri Lanka, which is approved by the Central Bank of Sri Lanka ; and

Note : *The requirement of confirmation referred to above is not necessary, if the entity that issues the guarantee is an Export Import Bank (EXIM Bank), Export Credit Agency of ant foreign Government or a reputed international financier acceptable to the Central Bank of Sri Lanka if proof concerning such approval is available.*

(d) Unconditional, on demand Bid Security issued by the construction Guarantee Fund.

Option 02

(a) Obtaining refundable cash deposit. The bidder shall deposit the cash Rs.20,000.00 to the CMC Shroff and shall be attach the original of the cash receipt.

Or

(b) Bank draft in favor of the Municipal Commissioner, Colombo Municipal Council shall be attached with the Bid documents as the Bid security.

9. Bid guarantee /security will be returned as promptly as possible after the letter of award is given and enter into an agreement together with a performance bond. Unsuccessful Bidder's Bid Security will be released after the said letter award.

10. The bid opening shall take place at: Colombo Municipal Council

Address: Municipal Secretary's *Department, Colombo Municipal Council, Town hall, Colombo 07*

Date: 05th November 2026 **Time: 10.00 a.m.**

10. A Performance Guarantee/Security Required.

Immediately after the receipt of the Letter of award, (at least 14 days) the Bidder should submit a following described guarantee for an amount equivalent to

Rs. 20,000.00 - Hiring Vehicle & Machinery - **Category A**
Rs. 10,000.00 - Hiring Vehicle & Machinery - **Category C**
Rs. 50,000.00 - Hiring Lorry (for Threeposha Transport) – **Category E separately**

obtained in favor of **the Municipal Commissioner, Colombo Municipal Council** in the Bidding Currency, with a letter of acceptance and enter into an agreement with the Colombo Municipal Council for the due and satisfactory performance of the contract.

Performance Guarantee/Security can be obtain following methods.

(i)A Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

(ii)A Bank based in another country, backed by a Commercial Bank operating in Sri Lanka and approved by the Central Bank.

(iii) The Bidder should bear the cost of stamps if any that should be affixed to the contract and the legal charges as **Annexure -04**.

THE BANK Guarantee shall ensure the completion of all obligations under the contract and the aforesaid performance Guarantee shall be valid for **208 days** Payable on demand at Colombo Municipal Council.

Performance Security Format is attached. **(Annexure -03)**

11. The Colombo Municipal Council reserves the right to accept or reject any bid or part thereof without giving any reason whatsoever.

12. If the VAT registered Vat Registration certificate shall be submit with the bid.

13. Under the extraordinary gazette no. 1530/13 dated 01st January 2008 all payments of Rs. 25,000/- and above will be subjected to stamp duty of Rs.25/=.

PART II

Municipal Commissioner,
Colombo Municipal Council.

Invitation of Bid for Hiring of Vehicle and Machinery for Six Months Period under rate basis.

I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the "Information and Instructions to bid and Terms and Conditions of bid" pertaining to the above Tender, along with Schedules below thereto, do hereby undertake to supply service and maintain referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions. The makeup of the aforesaid total Bid Price is given in the accompanying Price Schedules.

1. I/We confirm that this offer shall be open for acceptance until granting the awarding letter for the supply service and that it will not be withdrawn or revoked prior to that date.

2. I/We attach hereto the following documents as part of my/our Bid:

   I. Price Schedules.
   II. Vat registration certificate.
   III. Bid Security/Guaranty.
   IV. Documentary evidence to establish qualifications for the performance of the Contract.
   V. Bidder should have past experience of 3 years in hiring of Vehicle & Machinery Equipment's & proof documents should be attached with the bid.
   VI. Agreed Letter general hire conditions to obtain Hiring Rate of Vehicle & Machinery Equipment's Ownership details of the firm.
   VII. Any other document.

3. I/We understand that the Council is not bound to accept the lowest bid and that the Council reserves the right to reject any or all bids or to accept any part of a bid without assigning any reasons therefore.
4. We undertake to adhere to the Delivery Schedule attached.
5. My/Our Bank Reference is as follows:……..
   ……

Certified above details are correct & true and if our bid is accepted we agreed to supply service as per the conditions of this bid.

Signature of bidder :…….

Name of Bidder :…….

Address :…….

Fax :……

E-mail :…….

Date :……

By Order

MUNICIPAL COMMISSIONER
COLOMBO MUNICIPAL COUNCIL
TOWN HALL,COLOMBO 07

PART – III

General Hire Conditions to obtain Hiring Rates for Vehicles/Machinery.

1. The successful bidder should enter in to an agreement with the Colombo Municipal Council for the satisfactory provision of services. Agreement legal charges should be pay by the service provider when sign the agreement. **(Annexure -04)**
2. If the successful service provider is unable to provide performance Guarantee within 14 days after receiving letter of award bid acceptance will be cancelled.
3. **The bidder should supply the vehicles/Machinery with fuel, lubricant and the driver/operator.**
4. The CMC is not liable to any accident involved with the vehicle/Machinery.
5. **The bidder should submit the certificates of registration or any other document to prove the ownership, and capacity of the vehicle at the time of submitting their bid. Preference will be given to bidders who have their own vehicle fleet to hire. If the bidder wish to supply Vehicles/Machinery on hire which are not owned by the bidder, the consent letter should be submitted with the bid from the other supplier. When the bidders are wish to supply leased vehicles, copies of leasing agreement shall be submitted.**
6. The successful bidder should make vehicles/Machinery available for hire at any time on call by the Equipment Secretariat of Municipal Workshop of Colombo Municipal Council.
7. Hiring rates for all Machinery in category A should be per machine hour basis. Hiring rates for Water Bowser in Category C should be per volume basis and category E should be per day basis. The hiring rates should be indicated according to the attached form. Transport charges will pay per turn (up & down).
8. All the Vehicles/Machinery hired should be in good condition.
9. Payment will be done monthly basis.
10. Bidder should have past experience in hiring Vehicles/Machinery & proof documents should be attached with the bid. (**At least Three Years experience**)
11. Bidder shall indemnify the Colombo Municipal Council from any losses, damages, claims made by any party.
12. The Colombo Municipal Council reserves the right to accept or reject any bids or part thereof without giving any reason what so ever.
13. Any losses arising out of negligence of the personnel deployed will be recovered from the performance guarantee or the Monthly bill, and balance unrecoverable shall be claimed by recourse to legal action against the service provider.

14. The Service Provider shall, at all times during the Contact Period, at their own cost keep the Vehicle/s comprehensively insured at a value acceptable to the Insurer as its correct market price against all risks including riots, civil commotions and terrorism and any other cover that may be required whilst the said Vehicle/s are the subject of the hire with an insure chosen by the Owner at their absolute discretion.

15. **Maintenance of Vehicles**

I. The Supplier shall ensure that the Vehicle/s is/are used in good order and condition during the Contract Period of the Agreement.

II. The Vehicle/s is/are supplied on hire shall be maintained by the service Provider at their expense during the Contract Period.

III. All repairs to the Vehicle/s including the replacement of any part or accessory, maintenance work and servicing of the said Vehicle/s inclusive of the replacement of tyres (due to fair ware and tare), repair and replacement of air conditioner and accessories and any other repairs and or replacement of parts that may be required in order to maintain the said Vehicle/s in good order and condition shall be carried out by the service Provider at their expense within a period of Two (02) days.

IV. The service Provider shall carry out a comprehensive maintenance, inspection and service programs of the said Vehicle/s every Five Thousand (5000) Kilometers or every three months, whichever occurs earlier.

V. The service Provider shall supply the Council with a replacement Vehicle/s of the similar capacity to be used by the Council during the period the said Vehicle/s is under any maintenance, inspection, repair or service. Where the said maintenance, inspection, repair or service exceeds a period of 8 hours or where it is required to keep the Vehicle/s overnight for the said maintenance, In the event the said vehicle/s suffer a breakdown, it shall be the duty of the supplier to provide the required services to take the said Vehicle/s to the place of repair or garage.

VI. In the event the Supplier fails or neglects to carry out the maintenance, inspection, repair, replacement or service as required in terms of this Clause within a reasonable period not exceeding 07 working days, the council shall be entitled to have the said work carried out at a place of its choice. The supplier shall be required to reimburse to the Council whatever costs the Council may incur as a result of the said work being carried out. It shall be lawful for the Council to set off the said costs from the monthly Hire Charges payable to the Supplier

16. **Use of the Vehicle/s**

It shall be the responsibility of the Council to ensure that the Vehicle/s is driven only by person who possess a valid Driving License issued by the Commissioner of Motor Traffic.

17. In the event of any breach or Violation of any of the conditions herein mentioned either party can terminate this agreement by giving one month notice to the other party.

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature - .....

Name of the Company/Person - .....

Designation - .....

Date - .....

(Seal of the Firm)

Price Schedule

(Please do not use Correction Fluid for correction)

Category A (Rate per Hour Basis) on Wet Hire

	Vehicle/ Machine Details	Rate per Hour without VAT (Machine Hour)	VAT 18%	Rate per Hour with VAT(Machine Hour)	Transport Cost if applicable (Per turn-up & down)	Additional Rate per Hour (Machine Hour)	Minimum Hours per day
1.	Compressor, Hammer ,with hose & coupling (175cfm)				Not applicable		4
2.	Mini Asphalt paver machine(wheel type)(paving width –up to 5m)						4
3.	Asphalt paver machine (wheel type)(paving width- up to 3m)						4
4.	Motor Grader						4
5.	Pneumatic Tyred Roller machine (8-11 Ton)						4
6.	Tandem Vibrating Roller Machine (10 Ton)						4
7.	Tandem Vibrating Roller Machine (2.5-3 Ton)						4
8.	180HP Crawler type Dozer machine						4
9.	Skid Steer Loader				Not applicable		4
10.	Low bed trailer, with prime mover (the length of the bed is not less than 40Ft)				Not applicable		4
11.	Gully Bowser (5,000 Ltr Capacity)				Not applicable		4

12.	Gully Bowser (3,000 Ltr Capacity)				Not applicable		4
13.	Crane- Pay Load 40Ton				Not applicable		4
14.	Road Roller 10Ton						4
15.	Road Milling Machine (Cold Planer) (Minimum cutting width -1m)						4
16.	Bitumen Spray Bowser (Bitumen tank Capacity minimum of 8,000 Ltr)				Not applicable		4
17.	Electric Generator – 25KVA						4
18.	Electric Generator – 60KVA						4
19.	Electric Generator – 100KVA						4
20.	Electric Generator – 150KVA						4
21.	Electric Generator – 250KVA						4
22.	Chain Saw-16” with guide bar & chain- 03 nos				Not applicable		4
23.	Chain Saw-24” with guide bar & chain- 03 nos				Not applicable		4
24.	Chain Saw- 22’ with guide bar & chain 03 Nos				Not applicable		4
25.	Crawler type mini excavator machine						4
26.	140HP Excavator machine (Bucket volume 1cum)						4
27.	200HP Excavator machine (Bucket volume 1.5cum)						4
28.	120HP Excavator machine (Bucket volume 0.5cum)						4

29.	Crane Lorry (Boom Truck) (05Ton)				Not applicable		4
30.	Crane – Pay Load 10Ton				Not applicable		4
31.	Crane – Pay Load 15Ton				Not applicable		4
32.	Crane – Pay Load 20Ton				Not applicable		4
33.	Crane – Pay Load 25Ton				Not applicable		4

Remarks (any other Terms & Conditions)

……

……

- **Should be quoted as rate per "Machine hour" with VAT and on wet hire.**
- **Driver & Fuel has to be supplied by the Contractor.**
- **For the chain Saw – Operator & Fuel will be supplied by CMC.**
- **Vehicle should be supply under request by Municipal Workshop.**
- **Transport cost only pay per turn (up & down).**

Category C - (Rate per Volume Basis)

	Vehicle/ Machine Details	Qty	Rate per One Bowser without VAT	VAT	Rate per One Bowser with VAT	Minimum KM per day
02	Tractor Bowser (3,600 Ltrs) (With water & water pump)	01				50

Remarks (any other Terms & Conditions)

……

…….

Category E - (Rate per Day Basis)

	Vehicle/ Machine Details	Quantity	Rate Per Day without VAT	VAT	Rate per Day with VAT
01	Lorry for threeposha transport (Without labour charges)	01			
	Rate per labour charges per day				

***One vehicle per turn / per day & 4 turns per month.**

- **Please read Special Conditions & Requirement (Page no.14) for further details.**

Note: Bidder should be dully filled, signed and forwarded this price schedule with the bid. Otherwise bid will be rejected without giving any reason whatsoever.

I/We agree and bind myself/ourselves that the price (rate) given in this bid is valid for acceptance for a period of **120 days** from the date of closing of bid and the quoted price (rate) will firm and not subject to adjustment, cannot it be withdrawn after closing of the bid and to supply, delivery the vehicle & machinery to the location mentioned in the delivery schedule informed by the CMC workshop at the rate quoted by me/us and according to the specification given, on receipt of an official order issued by the Chief Accountant (Procurement) of the CMC.

Company VAT Reg. No.:……

……
Signature & Seal of the Firm
Date

NAME IN BLOCK CAPITALS:-

……

ADDRESS :-

……

……

WITNESSES

Signature:
Name in Block Capitals:
Address:

Date:……

Signature:
Name in Block Capitals:
Address:

Date: ……

Part IV
Special Conditions & Requirement

For Category E

Transport of Threeposha from the Threeposha Complex at Kapuwatta, J-Ela to 14 Health Centers within the Colombo Limits.

1. Must be able to deliver 01 Lorry covered at the back after one phone call in one day.
2. Thriposha is a baby food so the Lorries provided for it should be very clean and completely free from moisture.
3. Generally one Thriposha bag weighs close to 30 Kg and one lorry should be able to load close to 250 such bags.
4. If value added tax or other tax is levied along with the fee, it should be mentioned and the registration number and relevant documents should be submitted.
5. Payments will be made by check after completion of repairs or services and completion of due paperwork.

Nature of service

I. Report to the Thriposha Complex at Kapuwatta, J-Ela at **7.00 am** on scheduled days.

II. Empty Thriposha bags and if there are any spoiled ones, they should be loaded from the centers.

III. When submitting tender's for landing and packing at the Thriposha Complex by its employees, the lorry fare and the employee fare should be mentioned separately and the total fee should be submitted.

IV. Your service will be completed after unloading the entire quantity of Thriposha bags brought by lorries to the relevant centers.

V. Further, if there is a traffic problem while transporting the Thriposha to the designated centers by the relevant lorry, arrangements should be made to use the other means to transport the Thriposha to the relevant centers.

VI. When delivering Triposha to maternity centers, Thriposha stock should bought and delivered to the warehouse of the Centre for maternity centers located on upper floors without elevators.

……..
SIGNATURE OF BIDDER,
AND SEAL OF THE FIRM

Annexure 01

Format for Bid Security Guarantee

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

…… [insert issuing agency's name, and address of issuing branch or office]

***Beneficiary:** **Municipal Commissioner, Colombo Municipal Council.**

Date: …… [insert (by issuing agency) date]

BID GUARANTEE No.: …….. [insert (by issuing agency) number]

We have been informed that --------- [insert (by issuing agency) name of the bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder ") has submitted to you its bid dated --------- [insert (by issuing agency) date](hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of contract] under Invitation for Bids No. ---------- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ---------- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- [insert amount in figures] ---------- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB ; or

(c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to -…… (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date……..

_____

[signature(s) of authorized representative(s)]

Annexure – 02

Non-collusion Affidavit (Template)
(Procurement Guideline Reference - 1.5)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirm ant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this ……. day of …… at …….

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

1. Contract Agreement

THIS CONTRACT AGREEMENT is made

The …… [insert: **number**] day of [insert: **month**], [insert: **year**].

BETWEEN

(1) [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of …….. or corporation and having its principal place of business at [insert address of Purchaser] (hereinafter called "the Purchaser"), and

(2) [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

(a) This Contract Agreement

(b) Contract Data

(c) Conditions of Contract

(d) Technical Requirements (including Schedule of Requirements and Technical Specifications)

(e) The Supplier's Bid and original Price Schedules

(f) The Purchaser's Notification of Award

(g) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation] in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier] in the capacity of [insert title or other appropriate designation] in the presence of [insert identification of official witness]

Annexure 03

Acceptable Format for Performance Guarantee/Security

_____ *[Issuing Agency's Name, and Address of Issuing Branch or Office]*_____

Beneficiary: Municipal Commissioner, Colombo Municipal Council.

Date: _____

PERFORMENCE GUARANTEE/SECURITY No.: _____

We have been informed that _____ *[name of Contractor/supplier]* (hereinafter called „the Contractor") has entered into Contract No. _____ *[reference number of the contract]* dated _____with you, for the _____ *[insert "construction / "supply"]* of _____ *[name of contract and brief description of Works or supply]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we _____ *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ *[amount of figures]* (_____) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the _____ day of _____, 20_____ *[insert 28 days beyond the scheduled contract completion date]*. and any demand for payment under it must be received by us at this office on or before that date.

_____

Signature (s)]

Annexure 04

The legal charges will be applicable as follows.

Professional frees recovered in the year 2026	
Value of the deed or agreement	Professional fees in the year 2026 Charges + Vat
price is not mentioned.	15,000/- + Vat
0 – 500,000	10,000 /- + Vat
500,001 – 1,000,000	15,000 /- + Vat
1,000,001 – 3,000,000	20,000 /- + Vat
3,000,001 – 5,000,000	25000 /- + Vat
5,000,001 – 7,500,000	37,500 /- + Vat
7,500,001 – 10,000,000	50,000 /- + Vat
10,000,001 – 15,000,000	75,000 /- + Vat
15,000,001 – 20,000,000	100,000 /- + Vat
20,000,001 – 25,000,000	125,000 /- + Vat
25,000,001 – 35,000,000	140,000 /- + Vat
35,000,001 – 45,000,000	180,000 /- + Vat
45,000,001 – 55,000,000	220,000 /- + Vat
55,000,001 – 65,000,000	260,000 /- + Vat
65,000,001 – 75,000,000	300,000 /- + Vat
75,000,001 – 100,000,000	350,000 /- + Vat
100,000,001 – 125,000,000	375,000 /- + Vat
125,000,001 – 150,000,000	450,000 /- + Vat
150,000,001 – 175,000,000	525,000 /- + Vat
175,000,001 – 200,000,000	600,000 /- + Vat
200,000,001 – 250,000,000	625,000 /- + Vat
250,000,001 – 300,000,000	750,000 /- + Vat
300,000,001 – 400,000,000	1,000,000 /- + Vat
400,000,001 – 500,000,000	1,250,000 /- + Vat
500,000,001 – 1,000,000,000	2,000,000 /- + Vat
1,000,000,001 – 1,500,000,000	3,000,000 /- + Vat
1,500,000,001 – 2,000,000,000	4,000,000 /- + Vat
2,000,000,001 – 3,000,000,000	4,500,000 /- + Vat
3,000,000,001 – 4,000,000,000	6,000,000 /- + Vat
4,000,000,000 – 5,000,000,000	7,500,000 /- + Vat
5,000,000,001 – 10,000,000,000	10,000,000 /- + Vat

Annexure 05

Bank Details

NAME OF THE COMPANY	BANK DETAILS						TELEPHONE NUMBER	MOBILE NUMBER	E - MAIL ADRESS
	NAME IN THE ACCOUNT	BANK NAME	BANK CODE	BRANCH NAME	BRANCH CODE	BANK ACCOUNT NUMBER			

Certified above details are correct according to the Company / Partners/ proprietor details.

- Certified bank statement copy must be attached with bank details.

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Authorized Signature
Director/ Partners/ proprietor