



**APPLICATION FOR REGISTRATION OF CONTRACTORS FOR DRAINAGE HOUSE/PRIVATE CONNECTIONS**

Municipal Commissioner, Colombo Municipal Council,

In accordance with the Qualification Questionnaire and terms and Conditions of the application, I /We the undersigned .....

(Full Name and Title )

hereby provide the required information for your consideration.

It is understood and agrees that the information submitted herein is to be used by the Colombo Municipal Council herein after called and referred to as the COUNCIL in determining, according to their sole judgement and discretion, the qualifications of prospective contractors to perform the Service in connection with the “Providing External/Internal drainage house/private connections in Colombo Municipal Council area”. In consideration of being permitted to submit his qualifications as a prospective contractor for review, the undersigned waives any claim against that might arise with respect to their decision as to prospective contractor’s qualifications. It is understood that the decision of, with respect to the qualification of any prospective contractor is final and not subject to appeal of any kind.

I / We are aware of the fact that, a prospective contractor will not be considered qualified by the Council unless he possesses the ability, experience, qualified personnel and equipment to be assigned to the work.

The signing by the undersigned of this guarantees the truth and accuracy of all statements and of all information hereinafter made.

The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Council. Providing wrong information or failure to complete the forms adequately may result in disqualification.

(Place and Date)

Signature of the Bidder

Name : .....

Official Seal : .....

**SECTION A**

**GENERAL INFORMATION**

- A.1
  - (a) Name of Contractor .....
  - (b) Company Address .....
  - (d) Telephone No. ....
  - (e) Email . ....
  - (f) Contractors Business  
Registration No & Date of Registration :.....
  - (g) If a member of the CIDA  
CIDA Registration No. ....  
CIDA Grade: .....  
Date of Expiry: .....
  - (h) VAT Registration No: .....
- A.2 Nature of contractor's Organisation please mark (x)
  - (1) Sole Proprietorship ..... (2) Private Ltd., Liability  
company .....
  - (3) Others .....
- A.3 Person managing the affairs of the contractor's organization
  - (a) Name of person .....
  - (b) Designation / Title .....
  - Telephone Number .....

**SECTION B**

**LEGAL INFORMATION**

- B.1 Date of business Registration of Contractor’s Organisation  
.....
- B.2 Certified photocopy of Contractor’s current National Registration and categorization  
(Annexe ‘A’)
- B.3 If contractor is a sole proprietorship:
  - (a) Name of Owner .....
  - (b) Certified copy of certificate of business name Registration (Annexe ‘B’)
- B.2 If contractor is a private limited liability company.
  - (a) Certified copy of Articles of incorporation (Annexe ‘C’)
  - (b) Names of share holders and others owning more that 5% of share holding of the company.

<u>Name</u>	<u>Type of Shares</u>	<u>Value of Shares</u>	<u>Extent of control (%)</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

B.3 For others please provide relevant details (if any Annexe “D”)

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**SECTION C**

Technical information (to be submitted with Documentary evidence)

C. 1 Experience as a Contractor

Contracts in the relevant fields of Sewerage and/or Storm Water completed by the Contractor in the last ten (5) years.

<b><u>Project Name</u></b>	<b><u>Description</u></b>	<b><u>Employer</u></b>	<b><u>Completed Value</u></b>	<b><u>Contract Period</u></b>	<b><u>Date started</u></b>	<b><u>Date of completion</u></b>	<b><u>Remarks</u></b>
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(if the space provided above is insufficient, please continue as an extension page setting out the required data in a similar manner)

**C. 2 Vehicles, Machinery and Equipment** available for the Project. Machinery and Equipment is running condition owned by the Contractor duly supported with evidence of ownership.

<b>Number</b>	<b>Description</b>	<b>Make</b>	<b>Capacity</b>	<b>Year of Manufacture</b>	<b>Year of Purchase</b>	<b>Owned by</b>	<b>On hire / Lease</b>
.....	..... <b>of Vehicles Machinery and Equipment</b>	.....	.....	.....	.....	.....	.....
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**C.3 Organisation (Personal Resource)**

Key Staff

<b>Name</b>	<b>Position (Post)</b>	<b>No. of Years Experience</b>	<b>No. of Years with Contractor</b>	<b>Type of employment (permanent/contract)</b>
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(d) Number of Technical / personnel from Forman level and up .....

(e) Number of Technical personnel below Forman level .....

C.4 Additional Performance Data

(a) Contracts in which Contractor was unable to complete within the contract period during the last five (5 ) years.

<b>Name of Project</b>	<b>Location</b>	<b>Cost</b>	<b>Reason for inability to complete</b>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

(If the space provided above is insufficient, please continue on an extension page setting out the required data in a similar manner)

D. Please provide all of your financial details with certified copies.

**SECTION D****TERMS AND CONDITIONS**

1. Applicants will be called for an interview and will be graded into following categories in accordance with their experience, ability and the availability of required equipment to perform the work.
  - a. Segment “D” – Contractors from 2,000,000.00 up to Rs. 5,000,000.00 with CIDA Grade C8 and above in relevant fields of Sewerage and/or Storm Water
  - b. Segment “C” – Contractors from 1,000,000.00 up to Rs. 2,000,000.00 with CIDA Grade C9 and above in relevant fields of Sewerage and/or Storm Water
  - c. Segment “B” – Contractors from 400,000.00 up to Rs. 1,000,000.00 with CIDA Grade C10 and above in relevant fields of Sewerage and/or Storm Water
  - d. Segment “A” - Contractors less than Rs. 400,000.00 in relevant fields of Sewerage and/or Storm Water
2. Original and true copies of all the certificates/documents supporting the application shall be submitted at the interview.
3. Contractors will be selected and registered as per the selection criteria given with this document.
4. Registered Contractors will issue a “Drainage License” for each and every Contract for the relevant construction period.
5. This Drainage license will be applicable only for the purpose and the period mentioned in the licence. No Contractor can use it for any other work what so ever under any circumstance.
6. No Contractor can do any house/private drainage connections without a valid Drainage Licence which has issued for that purpose.
7. Contractors who have awarded drainage Licence for house/private connections, has to deposit to CMC a 5% of the Departmental Estimate as a refundable Security Deposit.
8. No drainage work should be commenced by a licensed drainage Contractor until the plans submitted are approved. It is an offence to commence work before the plans are approved.
9. All the construction work has to be carried out under the supervision of the Water Supply and Drainage Division of the Colombo Municipal Council
10. A Certificate of Completion will be issued by Water Supply and Drainage Division of Colombo Municipal Council, after satisfactory completion of the Contract and the defect liability period.
11. The security deposit will be refund with the written request of the Contractor. The Certificate of Completion has to be submitted with the request.

12. A 15% of the Departmental Estimate has to be paid to CMC as the Departmental Charge by the owner.

13. If a drainage Design has to be done for the work, a 6% of Departmental Estimate has to be paid to CMC as the Design and Supervision charge by the owner.

## **SECTION E**

### **SELECTION CRITERIA**

#### **Technical Qualification**

<b><u>No</u></b>	<b><u>Segment</u></b>	<b><u>Minimum Qualification</u></b>	<b><u>Marking Scheme</u></b>	<b><u>Minimum Marking required</u></b>
01	D	a. CIDA Grade C8 and above in relevant fields of Sewerage and/or Storm Water b. Nos. of projects of value more than Rs. 01 million completed satisfactory by last 05 years. c. Nos. of projects of value less than Rs. 01 million but more than Rs. 500,000.00 completed satisfactory by last 05 years. d. Nos. of projects of value less than Rs. 500,000.00 completed satisfactory by last 05 years. e. Vehicle, Machinery & Equipment f. Technical person g. Technical knowledge h. Early Registration in CMC as a House/private Drainage Contractor	50  03 by each Max. 09  02 by each Max. 06  01 by each Max. 03  Own 02 by each Max 04, hired 01 by each max. 02  Above Forman 03 by each Max 06, below Forman 01 by each max. 03  09  08	60



02	C	<p>a. CIDA Grade C9 and above in relevant fields of Sewerage and/or Storm Water</p> <p>b. Nos. of projects of value more than Rs. 500,000.00 completed satisfactory by last 05 years.</p> <p>c. Nos. of projects of value less than Rs. 500,000.00 but more than Rs. 200,000.00 completed satisfactory by last 05 years.</p> <p>d. Nos. of projects of value less than Rs. 200,000.00 completed satisfactory by last 05 years.</p> <p>e. Vehicle, Machinery &amp; Equipment</p> <p>f. Technical Person</p> <p>g. Technical knowledge</p> <p>h. Early Registration in CMC as a House/private Drainage Contractor</p>	<p>50</p> <p>03 by each Max. 09</p> <p>02 by each Max. 06</p> <p>01 by each Max. 03</p> <p>Own 03 by each Max 06, hired 01 by each max. 02</p> <p>Above Forman 03 by each Max 06, below Forman 01 by each max. 03</p> <p>09</p> <p>08</p>	60
03	B	<p>a. CIDA Grade C10 and above in relevant fields of Sewerage and/or Storm Water</p> <p>b. Nos. of projects of value more than Rs. 300,000.00 completed satisfactory by last 05 years.</p> <p>c. Nos. of projects of value less than Rs. 300,000.00 but more than Rs. 100,000.00 completed satisfactory by last 05 years.</p> <p>d. Nos. of projects of value less than Rs. 100,000.00 completed satisfactory by last 05 years.</p> <p>e. Vehicle, Machinery &amp; Equipment</p>	<p>50</p> <p>03 by each Max. 09</p> <p>02 by each Max. 06</p> <p>01 by each Max. 03</p> <p>Own 02 by each Max 04,</p>	60

		<p>f. Technical person</p> <p>g. Technical knowledge</p> <p>h. Early Registration in CMC as a House/private Drainage Contractor</p>	<p>hired 01 by each max. 02</p> <p>Above</p> <p>Forman 03 by each Max 06, below Forman 01 by each max. 03</p> <p>09</p> <p>08</p>	
04	A	<p>a. Nos. of projects of value more than Rs. 100,000.00 completed satisfactory by last 05 years.</p> <p>b. Nos. of projects of value less than Rs. 100,000.00 completed satisfactory by last 05 years.</p> <p>c. Vehicle, Machinery &amp; Equipment</p> <p>d. Technical person</p> <p>e. Technical knowledge</p> <p>f. Early Registration in CMC as a House/private Drainage Contractor</p>	<p>15 by each Max. 45</p> <p>13 by each Max. 26</p> <p>01 by each Max. 02</p> <p>below</p> <p>Forman 05 by each max. 10</p> <p>09</p> <p>08</p>	60

If technically qualified, consider the financial qualification by considering the financial transaction within the last 05 years and the Assets. If it is in satisfactory level consider for registration.

**CONTRACTOR'S CERTIFICATE**

I hereby certify that all information in this application for qualification, including the annexes and supporting documents thereto, is true and correct. Further I am agreeing for the Terms and Conditions given in the Section D of this application.

.....  
Signature of legally  
authorized representative  
of applicant

Witness 1. .... Name : .....

Address : .....  
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2. .... Name : .....

Address : .....  
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