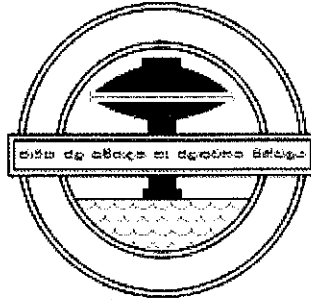


NATIONAL WATER SUPPLY AND DRAINAGE BOARD



ASSIGNMENT OF DEVELOPING STANDARDIZE FORMATS RELATED TO CONTRACT PAYMENTS

Committee Appointed by : General Manager of NWSDB

Committee Appointed Reference : "GM/OP/66 - dated 16th March 2023"

FORMATION OF THE COMMITTEE

Name	Designation	Committee Position
Eng.J.H.Meegoda	Addl.GM (C/NW/Sab)	Chairman
Eng.N.A.S.Shantha	DGM (PC)	Member
Eng.A.Munasingha	DGM (P&D)	Member
Ms.M.M.S.Peiris	DGM (Finance)	Member
Mr.R.M.A.Bandara	DGM (S&MM)	Member
Mr.J.Samarasinghe	DGM (IA)	Member
Eng.K.P.P.Dharmasena	AGM (Doc.)	Member
Mr.H.E.P.M.Perera	Chief QS	Member

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a.) Standard Formats

No	Annexure Title	Annex No
01	Advance Payment Format for Works and Supplies Contracts	01
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03	Final Acceptance Certificate for Civil Works	03
04	Final Acceptance Certificate for Supplies	04
05	Format of Quality Inspection Report	05
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07	Letter format for Disbursement request for IPCs originated by Chairman of NWSDB	07
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09	Material supply payment approval format	Attachment -02
10	Request to Open LC format	09
11	Statement of Interim Payment Application by Contractor	Attachment -03
12	Supply Payment Certificate - Summary Sheet	10
13	Variation Order Format (Foreign Funded Projects / Contracts)	11
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b.) Committee appointment letter - Attachment -01

1.0 INTRODUCTION

As an essential utility providing business entity, National Water Supply and Drainage Board (NWSDB) is always in the process of expanding the respective service coverage to increase the total number of new connections. The process of expansion of the NWSDB service coverage is based on several modes of contractual initiations such as foreign funded Water Supply Projects, Local Banks Funded Water Supply Projects, Water Supply Projects based on GOSL funds and ongoing improvements of existing Water Supply Schemes through Rehabilitation, NRW and Utility Shifting Funds.

Therefore, during the initiation process of such Major Water Supply Projects, Medium or Small scale construction contracts and respective Material Supply tenders, we have been involved in practicing several formats and documentations related to the Financial considerations of the respective Projects and Contracts at different stages and situations with the progression of those Projects and Contracts.

Further, many procurement methods have been practiced in NWSDB for work contracts as stated below through different Bid calling approaches such as NCB/ICB/Unsolicited.

Measure and Pay contracts under following contract forms:

- FIDIC (Red Book) - Conditions of Contract for Construction for Building and Engineering works Designed by the Employer
- FIDIC (Pink Book) - Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer for Multilateral Development Bank Harmonized Edition
- ICTAD (SBD1) - Standard Bidding Document – Procurement of Works
- ICTAD (SBD2) - Standard Bidding Document – Major contracts
- ICTAD (SBD3) - Standard Bidding Document – Minor Contracts

Design Build contracts under following contract forms:

- FIDIC (Yellow Book) - Conditions of Contract for Plant and Design-Build
- ICTAD (SBD4) - Standard Bidding Document – Design & Build Contracts

Turnkey Contracts under following contract form:

- FIDIC (Silver Book) - Conditions of Contract for EPC/Turnkey Projects

Therefore, it has been observed that there are significant deviations and inconsistencies exist in the formats and Documentations practicing in the respective Projects and Contracts related to financial considerations specially Contract Payments. This inadequacy and inability to maintain the uniformity of such formats and documentation activities related to financial contract payment considerations leads to create difficulties for the Financial Division of NWSDB and as a result of such situations, respective projects and contracts may not progress ahead as per the respective master plans or construction program due to the delays of contract payments raised by the respective Contractors and Suppliers.

Therefore, to develop and adopt to a common and uniformity system of formats and documentations specially related to Contract Payments under each Project and Contracts is very important and crucial to overcome such difficulties and maintain the consistency of progression of the Projects and Contracts as pointed out above.

2.0 SCOPE OF ASSIGNMENT

According to the above background, General Manager of NWSDB has taken steps to address this matter by appointing a Committee under the Chairmanship of Eng.J.H.Meegoda, Additional General Manager (Central/North-Western/Sabaragamuwa) to develop standardize formats related to Contract Payments (Refer to the Committee appointment letter - Attachment -01). The members of the respective committee are as follows;

No	Name	Designation
01	Eng.N.A.S.Shantha	DGM (PC)
02	Eng.A.Munasingha	DGM (P&D)
03	Ms.M.M.S.Peiris	DGM (Finance)
04	Mr.R.M.A.Bandara	DGM (S&MM)
05	Mr.J.Samarasinghe	DGM (IA)
06	Eng.K.P.P.Dharmasena	AGM (Doc.)
07	Mr.H.E.P.M.Perera	Chief QS

Formats and Documentations to be considered on:

- Advance Payment
- Interim Payment Certificate
- Retention
- LCs
- Final Bill
- Any other document related to contract payments

3.0 APPROACH FOR THE ASSIGNMENT

Eng.J.H.Meegoda, Additional General Manager (Central/North-Western/Sabaragamuwa) has taken initiations to conduct initial discussions via telephone conversations with Eng.N.A.S.Shantha, Deputy General Manager (PC) by advising him to collect the ongoing formats and documentations related to Contract Payments practicing in the Projects under the Water Supply Project Unit (WSP).Respective details were collected from several Projects under WSP and forwarded them to Additional General Manager Office (Central/North-Western/Sabaragamuwa) for detail study and filter the most appropriate formats and documentations to bring forward for the committee discussion sessions.

Further, Steps have been taken to circulate the respective requirement among all Regional Support Centers (RSCs) of NWSDB in the island to collect the respective functioning formats and documentations related to contract payments as well. Those formats and documentations also subjected to detail study and filter the most appropriate once for discussion sessions.

Further, arrangements have been taken to circulate the respective filtered most appropriate formats and related documentations among the committee members via emails to facilitate them for their further considerations and as well as to come up with the respective comments / responses during the discussion sessions.

4.0 COMMITTEE MEETINGS AND DISCUSSIONS

Several discussion sessions have been conducted under the Chairmanship of Eng.J.H.Meegoda, Additional General Manager (Central/North-Western/Sanbaragamuwa) with the respective committee members via Zoom platform. Committee members have come up with their own individual and collective views and responses regarding the formats and documents that they have undergone prior to such discussion sessions.

As a result of this effective participation and involvement of the committee members under the chairmanship of Eng.J.H.Meegoda, Additional General Manager (Central/North-Western/Sanbaragamuwa), several fruitful decisions were able to taken regarding the changes and development of formats and documentations subjected to the agreement of the Officials of Finance Division of NWSDB. Accordingly the respective discussion sessions have been concluded.

5.0 DEVELOPMENT OF NEW STANDARDIZED FORMATS

The following formats and documentations were subjected to develop accordingly.

- Advance Payment Format for Works and Supplies Contracts
- Contract Time Extension format
- Final Acceptance Certificate for Civil Works
- Final Acceptance Certificate for Supplies
- Format of Quality Inspection Report
- Interim Payment Certificate - IPC format
- Letter format for Disbursement request for IPCs originated by Chairman of NWSDB
- Letter on IPCs Originated by PD up to AddlGM-Finance
- Request to Open LC format
- Supply Payment Certificate - Summary Sheet
- Variation Order Formats

However, Committee has suggested and agreed to adhere to the existing formats for the following.

- Material supply payment approval format
- Statement of Interim Payment Application by Contractor

6.0 COMMITTEE RECOMMENDATIONS

1. Advance Payment format can be used for both works and Material supply contracts accordingly. However based on the procurement and authority delegation limits, final approval granting authority may change accordingly.
2. Contract Time Extension format can be used for both works and Material supply contracts accordingly. However, based on the procurement and authority delegation limits and nature of the Contract (ex: Foreign funded, Local Bank Funded or RSC level) final approval granting authority and the order of other authorization designators may change accordingly. Further, this "Recommendation of Contract Time Extension" *should be* notified to the Contractor by in writing through an Official letter subjected to the authorization of the Project Director / DGM (RSCs) / Addl.GM (WSP) / Addl.GM (WR) / Addl.GM (Zonal) / GM as appropriate.
3. Two formats are introduced for Final acceptance certificates for works and Material supplies Contracts subjected to the Final approval by "The Engineer" as defined in the respective Contract/Tender. However, based on the procurement and authority delegation limits and nature of the Contract (ex: Foreign funded, Local Bank Funded or RSC level) final approval granting authority and the order of other authorization designators may change accordingly.
4. It is recommended to follow the developed format of Quality inspection report accordingly.
5. A Simple format has developed for the Interim Payment Certificate (IPCs) to practice accordingly. However, based on the procurement and authority delegation limits and nature of the Contract (Ex: Foreign funded, Local Bank Funded or RSC level) final approval granting authority and the order of other authorization designators may change accordingly.
6. This IPC format should be such that, IPC No: 01 should be taken for the "Advance Payment" and Final IPC No should be defined for the retention released "Final Payment" of the Contract. Therefore, other intermediate payments of the Contract should be given a number as the respective IPC Number.
7. Material supply payment approval format is recommended to practice further as given in Attachment – 02.
8. Format for Statement of Interim Payment Application by the Contractor is recommended to practice further as given in Attachment -03.

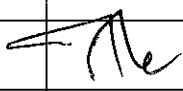




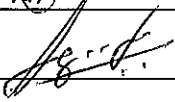
9. Supply Payment Certificate - Summary Sheet is recommended to use for any Material supply Contract. However, based on the procurement and authority delegation limits and nature of the Contract (ex: Foreign funded, Local Bank Funded or RSC level) final approval granting authority and the order of other authorization designators may change accordingly.

10. Newly developed Variation Order format is recommended to practice in NWSDB (Annexes – 11 & 12).

11. It is recommended to adhere to the specified format by the respective funding agency (Ex: JICA, ADB, AFD, World Bank etc) for the requirement of “Request for Disbursement (RFD)”.



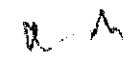
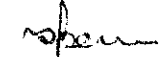
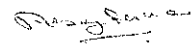
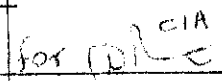

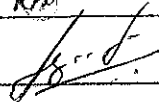
12. Committee recommends to take immediate arrangements and steps to make aware the NWSDB officials about the development of these formats and documentations related to Contract Payments through the Documentation section of the NWSDB Head Office, Planning and Design division.

7.0 COMMITTEE AUTHORIZATION

No	Name	Designation	Committee Position	Signature	Date
01	Eng.J.H.Meegoda	Addl.GM (C/NW/Sab)	Chairman		17/5/2023
02	Eng.N.A.S.Shantha	DGM (PC)	Member	Pl refer next page	
03	Eng.A.Munasingha	DGM (P&D)	Member		18/5/2023
04	Ms.M.M.S.Peiris	DGM (Finance)	Member		18/5/2023
05	Mr.R.M.A.Bandara	DGM (S&MM)	Member	Pl refer next page	
06	Mr.J.Samarasinghe	DGM (IA)	Member	for ^{CIA} 	18-5-23
07	Eng.K.P.P.Dharmasena	AGM (Doc.)	Member		18.05.2023
08	Mr.H.E.P.M.Perera	Chief QS	Member		18.05.2023

- 1. Supply Payment Certificate - Summary Sheet is recommended to use for any Material supply Contract.
- 2. It is recommended to adhere to the procurement and authority delegation limits and nature of the Contract (ex: Foreign funded, World Bank Funded or RSC level) final approval granting authority and the order of other authorization designators to change accordingly.
- 3. Newly developed Variation Order format is recommended to practice in NWSDB (Annexes – 11 & 12).
- 4. It is recommended to adhere to the specified format by the respective funding agency (Ex: JICA, ADB, AFD, World Bank etc) for the requirement of "Request for Disbursement (RFD)".
- 5. Committee recommends to take immediate arrangements and steps to make aware the NWSDB officials about the development of these formats and documentations related to Contract Payments through the Documentation section of the NWSDB Head Office, Planning and Design division.

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03	Eng.A.Munasingha	DGM (P&D)	Member		18/5/2023
04	Ms.M.M.S.Peiris	DGM (Finance)	Member		18/5/2023
05	Mr.R.M.A.Bandara	DGM (S&MM)	Member		
06	Mr.J.Samarasinghe	DGM (IA)	Member	 for IDIA CIA	18.5.23
07	Eng.K.P.P.Dharmasena	AGM (Doc.)	Member		18.05.2023
08	Mr.H.E.P.M.Perera	Chief QS	Member		

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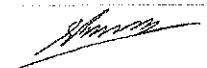

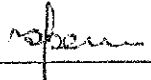
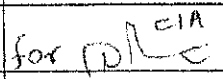

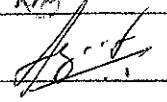
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Committee recommends to take immediate arrangements and steps to make aware the NWSDB officials about the development of these formats and documentations related to Contract Payments through the Documentation section of the NWSDB Head Office, Planning and Design division.

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7.0 COMMITTEE AUTHORIZATION

No	Name	Designation	Committee Position	Signature	Date
01	Eng.J.H.Meegoda	Addl.GM (C/NW/Sab)	Chairman		19/5/2023
02	Eng.N.A.S.Shantha	DGM (PC)	Member		
03	Eng.A.Munasingha	DGM (P&D)	Member		18/5/2023
04	Ms.M.M.S.Peiris	DGM (Finance)	Member		18/5/2023
05	Mr.R.M.A.Bandara	DGM (S&MM)	Member		
06	Mr.J.Samarasinghe	DGM (IA)	Member	for  CIA	18.5.23
07	Eng.K.P.P.Dharmasena	AGM (Doc.)	Member		18.05.2023
08	Mr.H.E.P.M.Perera	Chief QS	Member		

ANNEXURES

➤ a.) Standard Formats

No	Annexure Title	Annex No
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03	Final Acceptance Certificate for Civil Works	03
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➤ b.) Committee appointment letter - Attachment -01

Date:/...../.....

Additional General Manager (Finance)**PAYMENT OF ADVANCE FOR WORKS/SUPPLIES CONTRACTS**

- | | | |
|---|---|--------------------------------|
| 1. Contract No | : | |
| 2. Contract Name | : | |
| 3. Contractor | : | |
| 4. Initial Contract Price | : | LKR/USD/Other. (As applicable) |
| 5. Initial Contract Price | : | LKR/USD/Other. (As applicable) |
| (Excluding Provisional sum & Contingencies) | | |
| 6. Awarded Date | : | |
| 7. Date of submission of the performance bond | : | |
| 8. Performance Bond No | : | |
| 9. Performance Bond Expiry Date | : | |
| 10. Date of signed the Contract Agreement | : | |
| 11. Date of submission of Advance Bond | : | |
| 12. Advance Bond No | : | |
| 13. Advance Amount | : | LKR/USD/Other. (As applicable) |
| 14. Validity Period of the Advance Bond | : | |

Please arrange to issue the Advance payment (.... %) as per the Clause of ITB of LKR/USD/Other. (As applicable)..... + VAT in favor of M/s. (State the Name of the Contractor) subjected to the confirmation of the Bank and the Contract Agreement is received on (State the date).

Prepared by	-	(Designation)
Checked by	-	(Designation)
Recommended by	-	DPD / Chief Engineer
Recommended by	-	PD/DGM
Recommended by	-	Addl.GM (WSP) / Addl.GM (WR)
Approved by	-	The Engineer
		(General Manager)	

Documents to be enclosed:

1. Summary Payment breakdown sheet
2. IPC-01 (Advance Payment) (Use the developed IPC format)
3. Bill Summary (Advance Payment) (For Works Contracts)
4. Invoice (For Supplies Contracts)
5. Form of Bid (FOB)
6. Contractors request for Advance Payment via contractors letter heading
7. Advance guarantee

RECOMMENDATION OF CONTRACT TIME EXTENSION

Time Extension No: (State the respective number)

Project / Scheme	
Contract	
Contract No	
Contractor	
Date of Award	
Date of Commencement	
Contract Period	
Scheduled Date of Completion	
Contract Sum	
Details of Previous Time Extension Granted (if any)	
Date of Completion as per this Extension	
The Clause under which Extension is Recommended	
Reason for Granting this Time Extension from.....to.....	(Separate annexure is required to justify the requirement of this Time Extension in detail specific manner)
Nature of the Contract (Whether Fixed Price or Price variation allowed)	
If price variation allowed then state the relevant Clause No	
Performance Bond Guarantee Amount	
Performance Bond Validity	
Advance Bond	
Advance Paid / Balance Recovery	

RECOMMENDATION:

Recommended the extension of Contract time from to as per the Contract subjected to the following considerations as per the (Minutes of meeting with the Contractor/ consent of the Contractor/amicable settlement with the Contractor/Other) (Use the appropriate statement)

- | | |
|--|-------------------------------------|
| 1. Price escalation | : Freeted / Unfreeted / Not Allowed |
| 2. Contractor's Overhead & Profit | : Allowed / Not Allowed |
| 3. Engineers Facilities, Performance Guarantee and Insurance | : Allowed / Not Allowed |

Action	Signature	Name	Designation
Prepared By			Eng. (Project)/Eng.(Con)/Eng.(O&M)/ME
Checked By			CE (Project)/CE(Con)/Manager/CE(M&E)
Recommended By			DPD / AGM(RSC)
Recommended By			PD / DGM(RSC)
Recommended By			Addl.GM (WSP) / Addl.GM (WR) / Addl.GM (Zonal)
Approved by			General Manager (The Engineer)

Documents to be enclosed:

1. Contractor's request for the Time Extension
2. Contractor's consent on Price Escalation claim
3. Contractor's consent on other Claims
4. Any other supportive document as appropriate

Note: This "Recommendation of Contract Time Extension" should be notified to the Contractor by in writing through an Official letter subjected to the authorization of the Project Director / DGM (RSCs) / Addl.GM (WSP) / Addl.GM (WR) / Addl.GM (Zonal) / GM as appropriate.

Date:...../...../.....

FINAL ACCEPTANCE CERTIFICATE (For the use of Civil Work Contracts)

Scheme :
 Employer : National Water Supply & Drainage Board
 Initial Contract Price :
 Contract :
 Contract No :
 Contractor :
 Scope of Work :
 Date of Award :
 Time for Completion :
 Scheduled Date of Completion :
 Time Extension Granted :
 Actual Date of Completion :
 Total Value of Work Done :
 (Including Variation Orders) :
 Defects Notification Period :
 Defects Identified :

CERTIFICATE OF THE ENGINEER

We hereby certify that the above work has been successfully completed and accepted by the NWSDB on (State the Date of Actual Work Completed) as per the Contract and handed over to the NWSDB by the Contractor. The Defects Notification period was lapsed on (State the Date of Defects Notification period to be lapsed). It is recommended to release the Retention Money.

This Contract had (State the number of years) years Defects Notification period from (State the date of Actual Work Completed) up to (State the Date of Defects Notification period to be lapsed).

Prepared By:

Certified By:

.....
 QS (Project) / Eng. (Project) / Eng. (Con)
 Date:

.....
 CE (Project) / CE (Con)
 Date:

Recommended By:

Recommended By:

Recommended By:

.....
 DPD / AGM (State RSC)
 Date:

.....
 PD / DGM (State RSC)
 Date:

.....
 AddlGM (WSP)/AddlGM (WR)/AddlGM (State Zone)
 Date:

Approved By:

.....
 General Manager (**The Engineer**)

Date:

Date: .../.../.....

FINAL ACCEPTANCE CERTIFICATE *(For the use of Supplies Contracts)*

Scheme :
 Employer : National Water Supply & Drainage Board
 Scope of Work :
 Contract :
 Contract No :
 Contractor :
 Initial Contract Price :
 Date of Award :
 Time for Completion :
 Scheduled Date of Completion :
 Time Extension Granted :
 Actual Date of Completion :
 Total Value of Work Done :
 Defects Identified :

CERTIFICATE OF THE ENGINEER

We hereby certify that the goods on the above contract were accepted by the NWSDB on *(State the Date of Actual Date of Completion)* as per the Contract. The work was finally accepted by the NWSDB on *(State the Date of Warranty to be expired)* after expiring of *(Sate the number of years)* years warranty period. It is recommended to release the Retention Money.

This Contract had *(State the number of years)* years warranty period from *(State the date of Actual Date of Completion)* up to *(State the date of Warranty to be expired)*.

Prepared By:

Checked By:

Certified By:

.....

.....

.....

ME (.....)

Manager (.....)

CE (M&E)

Date:

Date:

Date:

Recommended By:

Recommended By:

Recommended By:

.....

.....

.....

AGM (State RSC)

DGM (State RSC)

Addl GM (State Zone)

Date:

Date:

Date:

Approved By:

.....

General Manager (**The Engineer**)

Date:

Format of Quality Inspection Report

Following considerations to be included:

1. Cover Page:

- ✓ NATIONAL WATER SUPPLY AND DRAINAGE BOARD
- ✓ Name of the Regional Support Centre OR Project
- ✓ Title / Scope of the Inspection carried out
- ✓ Respective Contract Number
- ✓ Inspection Committee details:
 - List of Names
 - Official Designations
 - Position in the Inspection Committee (“Chairman or Member”)

2. Table of Content Page:

- ✓ Introduction
- ✓ General Background of the respective contract
- ✓ Specific Scope of Work under the contract
- ✓ BOQ requirements and Specifications related to the inspection being carried out
- ✓ Conditions of Contract related to Quality inspection of Materials
- ✓ Details of the Material Supplier and Manufacturer
 - General Background of the Company / Organization / Institution
 - Technical exposure and competence in the production of required product / Similar product
 - Practices and compliance to the Quality control and Quality Management of the production process (ISO and other acceptable)
 - Quality Compliance certificates and their validity
 - Years of experience in the field of production of similar materials
 - Third party reputations and recommendations
- ✓ Schedule time frame of Inspection
- ✓ Method of Inspection
- ✓ Observations
 - Physical observations
 - Laboratory testing and Quality control of Raw materials
 - Raw material handling process
 - Quality control and Production process
 - Details of new technology adaptation, involvement and updating
 - Final Manufactured material handling and storing process and related quality control processes
 - Manufacturing catalogs, Quality control and Technical processes documentation observation / Study
- ✓ Detail Recommendations
- ✓ Overall Recommendation
- ✓ Final Conclusion
- ✓ Inspection Team Authorization

Documents to be enclosed:

1. Appointment letter of Quality Inspection Committee
2. Proof documents for Technical exposure and competence in the production of required product / Similar product
3. Proof documents on Practices and compliance to the Quality control and Quality Management of the production process (ISO and other acceptable)
4. Quality Compliance certificates and their validity considerations
5. Proof documents on years of experience in the field of production of similar materials
6. Proofs on third party reputations and recommendations
7. Laboratory testing and quality control reports
8. Final product handling and storing detail documents
9. Manufacturing catalogs
10. Photograph session of physical inspection and involvement in the quality testing inspection

Date:/...../.....

IPCs**National Water Supply & Drainage Board**

Name of the Project :

Name of the Contract :

IPC No (Current)	:	
Name of Contractor	:	
Contract No	:	
Initial Contract Price	:	
Date of Awarded	:	
Original Date of Commencement	:	
Time for Completion	:	
Scheduled Date of Completion	:	
Time Extension Granted	:	
Revised Date of Completion	:	
Bidding Type	:	NCB/ICB/Unsolicited/.....
Form of Contract	:	FIDIC (Red Book)/ FIDIC (Pink Book)/ ICTAD (SBD2)/ FIDIC (Yellow Book)/.....
Source of Funds / Cost Code	:	
Performance Guarantee No / Bank	: /
Amount / Validity	:	LKR /
Advance Payment Guarantee No / Bank	: /
Amount / Validity	:	LKR /
Advance Paid / Balance recovery	:	LKR / LKR
Bill Service Date	:	
Value of Work Done	:	
- BOQ	:	LKR
- Approved Variations	:	LKR
- Provisional Sum	:	LKR
Add 80% Material at Site	:	LKR
Sub Total 1 (Cumulative value of work done)	:	LKR
Claims	:	LKR
Sub Total 2	:	LKR
Less Retention (Reached to maximum limit of 5%)	:	LKR
Less Advance Recovery	:	LKR
Less Reimbursement of Overtime & Holiday Payment (If Applicable)	:	LKR
Add Release of Retention (1 st half)	:	LKR
Less Previous Payment (IPC - Previous No)	:	LKR
Total Amount Due (IPC- Current No)	:	LKR

Payment of LKR.....(Including VAT – *if VAT is applicable*) is due to the Contractor M/s.....in accordance with the Contract. VAT exempted as per the letter No.....
(*If VAT is exempted, respective letter shall be enclosed herewith and state the sentence as stated here*).

Certified for Payment

Recommended for Payment

.....
Project Director

.....
DGM (PC) / DGM (WR)

.....
AddlGM (WSP) / AddlGM (WR)

Additional General Manager (Finance)

Payment of LKR.....is approved to pay for the Contractor M/s.....in accordance with the Contract.

.....
The Engineer

General Manager (NWSDB)

Documents to be enclosed:

1. Summary Payment breakdown sheet
2. Statement of Interim Payment Application by Contractor
3. Bill Summary (Certified Contractor's claim)
4. Measurement Sheets
5. Contractors request for the Payment via contractors letter heading

Letter No: *(As Originated by the respective Project)*

Date:...../...../.....

.....

*Institution/Organization Name and address such as Funding
 Agency/Foreign or Local Bank etc*

Through:

Secretary, Ministry of Water Supply

Dear Sir/Madam,

With reference to the Loan Agreement *(State the Loan Number/Date and Value as appropriate)* **between National Water Supply & Drainage Board (Borrower) and** *(State the Funding Agency/Foreign or Local Bank etc)*

Project Name :
Contract Name :
Contract No :
Contractor :
Borrower :

INTERIM PAYMENT CERTIFICATE – *(State the IPC Number)*

I hereby certify that, the progress payment amounting to *(State the figure in number with currency and state the amount in wordings within brackets also)* is correct and recommended to release.

Please find enclosed 01 set of duly certified / approved application of disbursement for your necessary actions.

Thanking you.

Yours faithfully,

NATIONAL WATER SUPPLY & DRAINAGE BOARD*(State the Name of Chairman and Bold)***Chairman****Documents to be enclosed:**

1. One set of Duly Certified Interim Payment Certificate *(State IPC Number)*

Copies:

1. Project Director
2. Finance Division of NWSDB
3. Two Original copies to Funding agency

Letter No: *(As Originated by the respective Project)*

Date:...../...../.....

Addl. General Manager (WSP) / DGM (PC)

Addl. General Manager (WR) / DGM (WR)

Project Name :

Contract Name :

Contract No :

Subject : **Interim Payment Certificate – (IPC – State the Number)**

I am recommending herewith the Interim Payment Certificate – (IPC – State the Number) of the Contractor for payment amounting to *(State the figure in number with currency and in the event of foreign currency, convert the respective currency value to Sri Lankan Rupees value based on the respective Buying rate of the respective foreign currency as at the date of this letter and state the respective Sri Lankan Rupees converted amount within brackets also).*

Note: The conversion rate is 1 (Foreign currency unit) = **Rs.**(Buying rate as at “date of this letter”)

Eng. *(State the Name)*

Project Director *(State the Project Name in Abbreviation format)*

Enclosed: IPC – *(State the IPC number)* 1. Original for *(State the Funding Agency Name)*

2. Copy for Finance Division of NWSDB

3. Copy for Project Office

Addl. General Manager (Finance)

Payment of *(State the figure in number with currency and in the event of foreign currency, convert the respective currency value to Sri Lankan Rupees value based on the respective Buying rate of the respective foreign currency as at the date of this letter and state the respective Sri Lankan Rupees converted amount within brackets also)* is approved.

Please make arrangement to pay *(State the figure in number with currency and in the event of foreign currency, convert the respective currency value to Sri Lankan Rupees value based on the respective Buying rate of the respective foreign currency as at the date of this letter and state the respective Sri Lankan Rupees converted amount within brackets also)* to M/s..... *(State the Name of the Contractor).*

Eng. *(State the Name)*

Addl. General Manager (WSP) / Addl. General Manager (WR)

Date:...../...../.....

REQUEST TO OPEN LC

- 1. Contract No :
- 2. Contract :
- 3. Proforma Invoice
 - Value :
 - Date :
 - Approval :
- 4. Procurement Committee Approval :
- 5. Source of Funds :
- 6. Custom Duty Paid By :
- 7. SLPA Charges Paid By :
- 8. Performance Bond required or Not :
- 9. Clearing Charges Paid By :
- 10. Contact Persons
 - Name :
 - Contact No :
- 11. Any other matters :

DGM (.....)

..... PROJECT
..... Funded
NATIONAL WATER SUPPLY AND DRAINAGE BOARD
Telephone:..... Fax:.....

Date:...../...../.....

Letter No: *As Originated by the respective Project / VO(State the VO number)*

General Manager

Through: Addl.GM (WSP) / DGM (PC)

Addl.GM (WR) / DGM (WR)

Request for approval to Instruct Variations, Valuation of Variations and Award for Payment

Variation Order (VO) Reference:.....

1. Project :
2. Total Estimated Cost of the Project :
3. Contract Details
 - Contract No :
 - Contract Description :
 - Awarding Tender Board :
 - Contractor : M/s.
 - Date of Award :
 - Contract Sum : LKR..... (Excluding Contingencies & VAT)
 - Contract Period : Days
 - Date of Commencement :
 - Original Date of Completion :
 - Time Extension Granted up to :
 - Relevant Contract Form : FIDIC (Red)/FIDIC (Yellow)/ICTAD SBD 02/ICTAD SBD 04/.....
 - Price Escalation : Allowed / Not Allowed
4. Description and Reason for Variation : *(Provide under Annexes and state the Annex reference here)*
5. Justification for Variation : *(Provide under Annexes and state the Annex reference here)*
6. Relevant Clause for this Proceeding :

7. Summary of VO's approved / recommended (Current Status)

VO Ref	Description	Total Amount Quoted in BOQ (LKR)	Total Amount Recommended (LKR)	Extra Amount Required for the VO (LKR)	Percentage Increase	Cumulative Percentage Increase	Current Status
GRAND TOTAL							

Total Amount of VO's (Excluding VAT) =

Initial Contract Price (Excluding Contingencies and VAT) =

Percentage of total VO's from the Contract Amount =

8. Annexes : Annex – 01 (State the appropriate consideration)
 : Annex – 02 (State the appropriate consideration)
 : Annex – 03 (State the appropriate consideration)

9. Recommendation : The (EWO/SSR/SO) of Variation Order No:.....
 (State the number) amounting to sum of LKRis
 recommended for VO committee approval please.

.....
 (State the Name)

Project Director (.....)
 (State the Name of the Project)

Date:...../...../.....

Documents to be enclosed under Annexes:

1. Prior Approval for Variation
2. Rate analysis of SSR VOs
3. Previous Extensions Granted
4. Any other supportive document as appropriate

Regional Support Center :
 Addl. GM (Zonal) :
 Source of Funds :

Date:...../...../.....

Letter No: *As Originated by the respective Civil / M&E Work Contract requestor / VO(State the VO number)*

General Manager

Through: Addl.GM (*State the Zone*) / DGM (*State the Region*)

Request for approval to Instruct Variations, Valuation of Variations and Award for Payment

Variation Order (VO) Reference:.....

1. Contract :
2. Total Estimated Cost of the Contract :
3. Contract Details
 - Contract No :
 - Contract Description :
 - Awarding Tender Board :
 - Contractor : M/s.
 - Date of Award :
 - Contract Sum : LKR..... (Excluding Contingencies & VAT)
 - Contract Period : Days
 - Date of Commencement :
 - Original Date of Completion :
 - Time Extension Granted up to :
 - Relevant Contract Form :
 - Price Escalation : Allowed / Not Allowed
4. Description and Reason for Variation : (*Provide under Annexes and state the Annex reference here*)
5. Justification for Variation : (*Provide under Annexes and state the Annex reference here*)
6. Relevant Clause for this Proceeding :

7. Summary of VO's approved / recommended (Current Status)

VO Ref	Description	Total Amount Quoted in BOQ (LKR)	Total Amount Recommended (LKR)	Extra Amount Required for the VO (LKR)	Percentage Increase	Cumulative Percentage Increase	Current Status
GRAND TOTAL							

Total Amount of VO's (Excluding VAT) =

Initial Contract Price (Excluding Contingencies and VAT) =

Percentage of total VO's from the Contract Amount =

8. Annexes : Annex – 01 (State the appropriate consideration)

: Annex – 02 (State the appropriate consideration)

: Annex – 03 (State the appropriate consideration)

9. Recommendation : The (EWO/SSR/SO) of Variation Order No:.....
(State the number) amounting to sum of LKRis
recommended for VO committee approval please.

.....
(State the Name)

Manager (O&M) (State the Manager Zone) / CE (Construction) / CE (M&E)

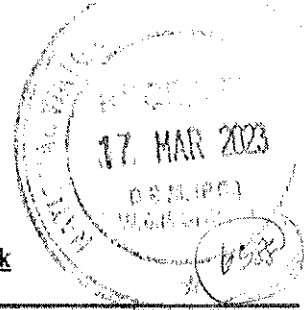
Date:...../...../.....

Documents to be enclosed under Annexes:

1. Prior Approval for Variation
2. Rate analysis of SSR VOs
3. Previous Extensions Granted
4. Any other supportive document as appropriate

GM's Office

Tel: 011 2635990, Tel/ Fax: 011 2636449
Email: gmnwsdb@gmail.com or gm@waterboard.lk



GM/OP/66

16.03.2023

Mr. J. H. Meegoda – Addl. GM (C/NW/Sub.) - Chairman of the Committee

APPOINTMENT OF A COMMITTEE TO STANDARDIZE FORMATS RELATED TO CONTRACT PAYMENTS

It is required to standardize all the formats given below related to contract payments.

Accordingly, it has been decided to appoint a Committee under your Chairmanship to prepare standardized formats.

- Advance Payment
- Interim Payment Certificate
- Retention -
- LCs
- Final Bill
- Any other document related to contract payments.

The following members will assist you in this regard.

- | | | |
|---------------------------|-----------------|------------|
| • Mr N. A. S. Shantha | - DGM(PC) | - Member |
| • Mr. A. Munasingha | - DGM (P&D) | - Member |
| • Ms. M. M. S. Peiris | - DGM (Finance) | - Member |
| • Mr. R. M. A. Bandara | - DGM (S&MM) | - Member |
| • Mr. J. Samarasinghe | - DGM (IA) | - Observer |
| • Ms. K. P. P. Dharmasena | - AGM (Doc.) | - Member |
| • Mr. H. E. P. M. Perera | - Chief QS | - Member |

Please submit the standardized formats on or before 31.03.2023.


General Manager

cc.

- | | |
|--------------------------|------------------|
| Chairman | - f.y.i.pls. |
| Members of the Committee | - f.y.i.n.a.pls. |

Supplies & Material Management Division
National Water Supply & Drainage Board
Head Office, Ratmalana.

Tel: 011 5030765 / 011 2635886
Fax: 011 2637191/011 2625925

E-mail: sgmsupplies@waterboard.lk /
sgmsupmm@waterboard.lk

HO/SS/C/TEN/2021/01

04.04.2022

DGM (F)

**SUPPLY & DELIVERY OF 100,000 NOS. 15MM (1/2") BRASS LOCKABLE BALL VALVE
TENDER NO. DGM/M&E/MAGNETIC TYPE BRASS LOCKABLE BALL VALVE/2020/02
M/S. HOVAEL HOLDINGS (PVT) LTD**

Reference the above, please be good enough to issue a cheque for Rs. 74,304,000.00 in favour of M/s. Hovael Holdings (Pvt) Ltd being the following payment:

100,000 Nos. 15mm (1/2") Brass Lockable Ball Valves (100,000 x Rs. 860.00)	=	Rs. 86,000,000.00
Less - 20% Advance Payment	=	(Rs. 17,200,000.00)
	=	Rs. 68,800,000.00
Plus - 8% VAT	=	Rs. 5,504,000.00
Total	=	Rs. 74,304,000.00

A payment of Rs. 74,304,000.00 is recommended.

[Signature]
04/04
DGM (Sup&MM)

ENTERED INTO THE COMMITMENT REGISTER
607
2/9/22
DATE

A payment of Rs. 74,304,000.00 is approved.

[Signature]
ADDITIONAL GENERAL MANAGER
(CORPORATE SERVICES)

o/c
4/4/22

MR 4/4/2022

Checked
MR/B (CS)
04/04/2022

373/18

Quoted

NATIONAL WATER SUPPLY & DRAINAGE BOARD
 CAMPALUA, ATITANACALTA & MINURWANGODA INTEGRATED WATER SUPPLY SCHEME
 LAYING OF DUCT PIPES, FITTINGS, SPECIALS, DI VALVES, MANHOLE COVERS & SURFACE BOXES FOR TRANSMISSION & DISTRIBUTION MAINS IN ATITANACALTA AREA
 CONTRACT NO. - PABEGAMUSSATTI/MACALL/2015/2

STATEMENT OF INTERIM PAYMENT APPLICATION

IPA No: 27
 Service Date: Up to 30/1/2023

Bill No.	Description	Original Contract	Previous payment up to	Work Done during this	Cumulative Work
		Amount (Rs.)	Bill Amount (Rs.)	period Amount (Rs.)	Done up to this bill Amount (Rs.)
1	General Bill	32,835,250.00	17,632,536.70	203,000.00	17,835,536.70
2	Provisional Sums	286,960,000.00	237,221,051.23	2,095,509.92	239,316,561.15
3	Laying of DI Pipe, Specials, Fittings and DVCV Valves for Assemblable Transmission Main	1,346,321,438.23	505,435,112.41	68,513,869.71	573,948,982.18
4	Laying of DVCVC Pipe, Specials, Fittings and DVCV Valves for Assemblable Distribution Main	658,554,618.36	161,796,056.13	16,628,029.92	178,424,086.05
5	Permanent Road Reinstatement	61,567,819.00	10,804,116.51	1,978,861.05	12,782,977.58
6	EWO		100,766,964.92	20,381,122.03	1,21,328,026.94
7	SSR		605,755,926.11	111,368,367.56	717,124,293.67
8	Labour		24,692,482.54	5,035,869.36	29,728,351.90
	Add				
9.1	Adjustment to Contract Price			12,888,640.00	12,888,640.00
9.2	Material at Site				
9.3	Advance Recovery				
	Sub Total 01	1,186,639,115.59	1,664,084,170.67	239,293,279.56	1,903,377,450.18
10	Less Discount (if any) (Excluding Pro. Sums)				
	Sub Total 02	2,386,639,115.59	1,664,084,170.67	239,293,279.56	1,903,377,450.18
11	Add Contingencies (10%) (Excluding Pro. Sums)	208,967,911.56			
12	TOTAL (Excluding VAT)	2,595,607,027.15	1,664,084,170.67	239,293,279.56	1,903,377,450.18
	Bill				
3.1	Advance Recovery (Need to recover 100% when workable reach to 90%)		(3,17,080,693.20)	(107,855,129.92)	(419,935,823.12)
3.2	Retention (10%)		(129,830,351.36)		(129,830,351.36)
3.3	Release of Retention (50% of Total 10% - First half)		(4,302,541.96)	64,915,175.69	64,915,175.68
3.4	Reimbursement of Over-time & Holiday Payment		(451,213,586.54)	(38,045,310.49)	(4,407,898.23)
	Total deduction		(4,302,541.96)	(38,045,310.49)	(4,407,898.23)
	Total Amount (including deduction and Excluding VAT)	2,596,607,027.15	1,212,770,584.68	201,247,969.07	1,414,418,563.15

I CERTIFY that every item on this bill is strictly in accordance with the full description and specification applicable to the item of the Bill of Materials, Schedule of Rates or Special Schedule of Rates corresponding to the R.O.Q. or S.S.R. number quoted against the item in this bill

I CERTIFY that the above account is correct and is in accordance with this Contract. I certify for payment of Rupees Two Hundred One Million Two Hundred Forty Seven Thousand Nine Hundred Sixty Nine Rupees Only.

Contractor: **A.L. Rizwan**
 Joint Venture: **WDAW Joint Venture**
 ampaha Attanas & Mithunamanda

Engineering Assistant-Special (EMU) NWSSDB
 Date: **06/04/2023**

Chief Engineer (T & D) NWSSDB
 Date: **06/04/2023**