

**Attachments for Procedure CA/05**

**CHECKLIST : CL/CA 05/ 01 – PRE-CONTRACT CHECKLIST**

Contract Name : \_\_\_\_\_

Contract No : \_\_\_\_\_

<b>S/No.</b>	<b>Activity</b>	<b>Status</b>	<b>Remarks</b>
1.	Letter of Acceptance/Award has been sent to the Contractor together with the draft Contract Agreement	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
2.	Contractor's bid remain valid	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
3.	Clearance of the Attorney General is obtained for the draft contract agreement.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
4.	Power of Attorney for the signatory who is authorized to sign on behalf of the Contractor is obtained and verified to be valid	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	
5.	Information on venue and time for signing the Contract Agreement has been informed to the Contractor, Chairman/THE ENTITY and the Board Member	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> Not Applicable	

Project Director/Project Manager

**SPECIMEN: SL/CA 05/ 01 – CONTRACT AGREEMENT**

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST  
REPUBLIC OF SRI LANKA

CONTRACT AGREEMENT

This Contract Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ established under the \_\_\_\_\_ office at \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ between the \_\_\_\_\_ having its head \_\_\_\_\_

(hereinafter called "the Employer" which term means and includes the said \_\_\_\_\_, its successors and assigns) on the one part, and \_\_\_\_\_, a company duly incorporated in \_\_\_\_\_, having its principal office at \_\_\_\_\_ (hereinafter called " the Contractor" which term means and includes the said \_\_\_\_\_, its successors and assigns) on the other part.

**WHEREAS** the Employer is desirous that Works with regard to \_\_\_\_\_, should be executed by the Contractor and has accepted a Tender submitted by the Contractor for the \_\_\_\_\_, execution and completion of such Works and the remedying of any defects therein, in accordance with the provisions of the Contract.

**Now this Agreement Witnessed as follows:**

1. In this Agreement works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - a. The Letter of Acceptance dated ....
  - b. The Memorandum of Understanding dated ....
  - c. Minutes of Negotiation meetings and correspondence between parties relevant to negotiations, among which latest having higher priority
  - d. The Letter of Tender dated ....
  - e. The Addenda nos. ...
  - f. [The Particular Conditions of Contract – Part A]
  - g. [The Particular Conditions of Contract – Part B]
  - h. The General Conditions of Contract
  - i. The Specifications/
  - j. The Drawings
  - k. The completed Bill of Quantities/ Schedules
  - l. The Contractor's Proposal and any other documents forming part of the Contract.
  - m. Supplementary Information

The priority of above documents shall be in accordance with the given sequence, item a. having the highest priority after this Contract Agreement.

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to \_\_\_\_\_, execute and complete the Works and remedy any defects therein, in conformity, in all respects, with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the \_\_\_\_\_, execution and completion of the Works and the remedying of any defects therein, the Contract Price, (currency) \_\_\_\_\_ (US dollars \_\_\_\_\_) or such other sum as may become payable under the provisions of the Contract and in the manner prescribed by the Contract. VAT is not included within the Accepted Contract Amount and such costs shall be paid by the Employer separately to the Contractor upon submission of tax invoices.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed the day, month and year first before written.

Signed by \_\_\_\_\_ Chairman and \_\_\_\_\_ Board Member on the part of the said \_\_\_\_\_ at \_\_\_\_\_, in the presence of the following witnesses.

.....	.....
Chairman/	Board Member/

**FOR**

Witnesses:	
01. Signature:.....	02. Signature:.....

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

Signed by \_\_\_\_\_ in the capacity of authorized signatory for  
the said \_\_\_\_\_ at \_\_\_\_\_, in the presence of the following witnesses.

.....

.....

**FOR**

Witnesses:	
01. Signature:.....	02. Signature:.....

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