

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF
SRI LANKA**

**MINISTRY OF WATER SUPPLY AND ESTATE INFRASTRUCTURE
DEVELOPMENT**

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

INVITATION FOR ENGAGING A BUSINESS PROMOTION MANAGER

FOR

**PROVIDING THE SERVICES FOR CENTER OF EXCELLENCE FOR WATER AND
SANITATION (CEWAS)**

Contract No.: NWSDB/CEWAS/SERVICE/2024/05

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD
GALLE ROAD,
RATMALANA.**

JULY- 2024

**INVITATION FOR ENGAGING A BUSINESS PROMOTION MANAGER
FOR
PROVIDING THE SERVICES FOR CENTER OF EXCELLENCE FOR WATER
AND SANITATION (CEWAS)
Contract No.: NWSDB/CEWAS/SERVICE/2024/05**

Invitation Letter

The Chairman, Department Procurement Committee, National Water Supply and Drainage Board, Galle Road, Rathmalana will receive applications from prospective individuals for providing the services as a Business Promotion Manager for Center of Excellence for Water and Sanitation (CEWAS).

Scope and key activities to be carried out under the above assignment are given in the attached Terms of References (TOR).

Herewith we are sending the Bidding Document including Terms of References (TOR) and if you are interested to work in the above place, applications with complete Curriculum Vitae (CV) and certified copies of educational, professional and service letters and relevant testimonials sealed in an envelope shall be either dispatched by registered post or hand delivered to the Assistant General Manager (Tenders & Contracts), National Water Supply and Drainage Board, Galle Road, Rathmalana to receive on or before **10.00 am on 26th August 2024.**

Late applications will be rejected.

For further details, please contact the Deputy Director (Admin) on telephone number 077-7392441

Chairman (NWSDB),
National Water Supply and Drainage Board,
Galle Road,
Rathmalana.

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To: **Chairman (NWSDB),**
National Water Supply and Drainage Board,
Galle Road,
Rathmalana.

1. Having examined the Bidding Document including Terms of Reference (TOR) for the execution of the above-named Works, I the undersigned, offer to execute and complete such Works therein in conformity with the aforesaid Terms of Reference (TOR) in accordance with the Tender Conditions for the sum of Sri Lankan Rupees Three Million Six Hundred Thousand Zero Cense only (LKR 3, 600,000.00).
2. I undertake, if my offer is accepted, to commence the Works as stipulated in the Tender, and to complete the whole of the Works within the time stated in the Tender.
3. I understand that you are not bound to accept my offer you may receive.

Signature :

Name :

Address :
.....

TERMS OF REFERENCE(TOR)

**INVITATION FOR ENGAGING A BUSINESS PROMOTION MANAGER
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Contract No.: NWSDB/CEWAS/SERVICE/2024/05

1.0 General Background of Service Contract

The Centre of Excellence for Water & Sanitation (CEWAS) of the National Water Supply and Drainage Board (NWSDB), is located at No. 10, Egodahena Road in the Thelawala region of Rathmalana. This facility is a recent construction marvel, comprising a contemporary four-story building that hosts a myriad of state-of-the-art amenities. These include a modern auditorium, well-equipped lecture halls, conference facilities, an office block, a gymnasium, a canteen, and a three-story hostel building, encompassing a total floor area of approximately 9,800 square meters.

Within this remarkable establishment, you'll find:

- Seven lecture halls, thoughtfully equipped with modern facilities
- A spacious conference room accommodating 42 individuals
- An expansive, 345-seat modern auditorium, complete with makeup rooms
- An E Studio and a self-learning unit
- An inviting lobby area adorned with comfortable sofas
- A well-equipped gymnasium
- Accommodation facilities designed to accommodate 55 occupants

CEWAS is more than just a facility; it is a hub for a diverse array of activities. It serves as a strategic business unit (Subsidiary of NWSDB) and offers its versatile infrastructure to host conferences, training programs, workshops, and ceremonial events like convocations and performing arts exhibitions parallelly supplying accommodation facilities.

In a visionary move, NWSDB is actively working towards making CEWAS an autonomous

entity, empowering it to seize various business opportunities for optimal utilization of its expansive capabilities. The Centre is dedicated to identifying opportunities not only within the nation but also on an international scale, collaborating with a wide spectrum of public and private entities, including government and non-government organizations, universities, research institutions, manufacturing industries, territorial education institutes, service organizations, financial institutions, and more.

CEWAS is comprising of three centers, namely the Center for Knowledge, focusing on Capacity Building, the Centre for Innovation which will focus on Research and Development and the Centre for Quality, which will offer and develop Laboratory Services.

Cewas the state of the art “Centre for Knowledge” is a Residential Training Centre which harnesses the knowledge, skills, and attitude of NWSDB’s human capital as well as its infrastructure. Already we have started a few very important courses for the general public as well as interested companies. Marketing of these vocational and educational courses and expanding the customer base will be a task the Business Promotion Manager has to plan and carryout.

The Centre for Innovation - the Research & Development arm, located in Peradeniya, is dedicated on inspire, support and guide R&D to add value to the organization and the sector through the innovation of new solutions and new technology. The knowledge base, experience, the range of water treatment and distribution systems and an abundance of technical, commercial, financial, and sociological data at NWSDB, provides a most conducive platform for multi-disciplinary research for the progress of the Water & Sanitation sector. By now the Centre for Innovation is ready with many novel research outcomes, which are awaiting to be implemented through joint business ventures with companies of various disciplines. Further some of the items we may start our own implementation activities.

The Centre for Quality provides and develops laboratory services, to ascertain and assure water and wastewater quality through our network of 36 dedicated laboratories located across the country. The testing services are offered at affordable rates by our laboratories, most of the laboratories are ISO 17025: 2017 accredited, for physical, organoleptic, chemical and bacteriological. Giving water and wastewater quality testing facilities as well as expert opinions and recommendations in the relevant areas is another task cewas is eagerly awaiting to launch.

To attain full utilization of the CEWAS facility, our target revenue for this year is set at 150 million. Moreover, we intend to maximize business prospects by leveraging the expertise of our professionals through outsourcing. This entails engaging in external projects encompassing Planning & Designing (P&D), Water Reclamation , Non Revenue Water, Asset Management , Mapping ,Finance, Commercial, Supplies and Material Management, , Human Resources (HR), Procurement Planning & Monitoring and Tenders & Contracts services are few other areas we could successfully bring inhouse knowledge to the local and international platforms. These endeavors will be coordinated through our core departments: Planning & Designing (P&D), Water Reclamation Division, Finance, Commercial Supplies and Material Management, Mapping, NRW, Asset Management, Human Resources (HR), Procurement Planning & Monitoring Unit(PPMU) and Tenders & Contracts. Below, a concise overview of each department is provided

- **Planning and Designing section**

As an engineering institution handling one of the most important engineering systems of a country, NWSDB has lot of engineering designs and engineering planning works of the water distribution system. The Planning and Designs Section is responsible for handling all the design works and engineering planning of distribution system. Major roles of Planning and Designing section are Carrying out Pre-Feasibility Studies, Feasibility Studies and Project Planning Works of Major Projects, Conceptual Designs & Detailed Designs & Procurement Documents, involving in master plan activities, Reviewing Preliminary Designs of Design Build Contractors to ensure Employer's requirements, providing technical advice/ technological solutions for implement drinking water industry best practices, providing inputs from specialists (Structural, Water Treatment & Sewerage),.... etc. The unit consists of 65 engineers, 15 quantity surveyors, 16 draftsmen, and 8 engineering assistants to strengthen the team.

- **Supplies and Material Management Section**

The supplies and Material Management Division performs the supply chain management functions for the entire National Water Supply & Drainage Board. Major

functions of Supplies and Material Management Section is Procurement and distribution of chemicals which are used for purification of water through the NWSDB treatment plants, procurement and distribution of water meters and new connection materials for the all stores of NWSDB, following up of the Materials Management activities of the whole NWSDB, following up of stock verification of NWSDB's stores, arranging disposal and distraction of unserviceable and obsolete items of NWSDB....etc. This unit primarily handles the E-Procurement System and Inventory Management System (IMS) to enhance its functions. The unit includes 1 Deputy General Manager, 1 Manager, 3 Supply Officers, 6 Supply Clerks, and 1 Engineering Assistant to improve its facilities.

- **Finance Section**

The Finance Division ensures to provide all financial related functions required to drive the Mission of the National Water Supply & Drainage Board while ensuring financial accountability and transparency. The Finance Division has the responsibility to introduce sound internal control system over their day-to-day operations through planning, organizing, accounting, and controlling. Main functions of Finance Section are financial operation & administration, treasury management, financial reporting & compliance, financial planning, budgetary controls and cost control activities, management accounting and management of special projects. This unit consists of Deputy General Manager, Assistant General Manager s, Senior Accountants and Accountants for improving its tasks. Finance Management system is main platform managing all activities of Finance section.

- **The HR (Human Resources) section and Industrial Relations Division**

The HR (Human Resources) section and Industrial Relations Division of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka is responsible for managing all aspects related to the organization's human capital. This includes recruitment, selection, training, performance management, employee relations, compensation, and benefits, and ensuring compliance with labor laws and regulations. Mainly this unit

consists of Addil General Manager, Deputy General Managers, Assistant General Managers, Human Recourse Managers, Human Recourse Officers and Clerks for improving functions of the unit. Human Recourse Management (HRM) system is main platform managing all activities of HR (Human Resources) section.

- **Tender & Contract section**

The Tender and Contract section of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka is typically responsible for managing the process of tendering and awarding contracts for various projects and services related to water supply and drainage infrastructure. This section oversees the preparation and issuance of tender documents, advertising tender opportunities, evaluating bids or proposals submitted by contractors or suppliers, and ultimately awarding contracts to successful bidders. Unit consists of Assistant General Manager, Chief Engineers, Engineers and Engineering Assistants.

- **Procurement Planning and Monitoring Unit(PPMU)**

The requirement of establishment of a dedicated Procurement Planning and Monitoring Unit is to streamline and expedite the procurement process of donor funded projects and other procurement activities of NWSDB. Major functions of Procurement Planning and Monitoring Unit is planning procurement activities, preparation of bidding documents, Reviewing of contract agreements, following up PC approvals, Providing assistance to TEC in document evaluation, pre-bid meetings and bid evaluation, assisting TEC s in obtaining necessary clarifications from bidders, contract administration and supervision works etc.. Unit mainly consists of Assistant General Manager, Chief Engineers, Engineers and Engineering Assistants.

- **Mapping section**

The Mapping Section of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka is typically responsible for cartographic activities related to water supply and drainage infrastructure. This includes creating and maintaining accurate maps, charts,

and spatial databases that depict the distribution of water resources, pipelines, water treatment plants, drainage networks, and related infrastructure. Unit consists of Assistant General Manager, Chief Engineers, Engineers, and Engineering Assistants.

- **NRW Section**

The Non-Revenue Water (NRW) unit of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka is dedicated to addressing the issue of water losses within the country's water distribution systems. Non-Revenue Water refers to water that is produced and supplied but not billed to customers due to various reasons such as leaks, theft, metering inaccuracies, and unauthorized connections. The NRW unit's primary aim is to reduce these losses, enhance the efficiency of water distribution, and ensure sustainable water management. This unit mainly consists of Assistant General Manager, Chief Engineers, Engineers and Engineering Assistants.

- **Asset Management Section**

The Asset Management Unit of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka is tasked with the efficient management and maintenance of the board's infrastructure and resources. It mainly does management of three major sections namely Pipe Network, Civil Structures, Treatment Plants, Treatment Plant Components and Equipment. This unit consists of Assistant General Manager, Chief Engineers, Engineers and Engineering Assistants.

- **Water Reclamation Unit**

The Water Reclamation Unit within the NWSDB is responsible for the treatment and reuse of wastewater to ensure a sustainable water management system. Major functions of Water Reclamation Unit is providing structural designs and design reviews for wastewater solutions projects both local and international, providing sanitation engineering consultancy services which include, value engineering, structural & process assessments of fecal sludge management systems, design reviews and structural

advice for renovations and building remedial works etc. Unit mainly consists of Addil General Manager, Deputy General Manager, Assistant General Manager, Chief Engineers, Engineers, and Engineering Assistants.

Commercial Section

The Commercial Section of the National Water Supply and Drainage Board (NWSDB) in Sri Lanka handles the business and customer service aspects of the organization. This section ensures the financial sustainability of the NWSDB by managing billing, revenue collection, customer relations, and related commercial activities. Major activities of Commercial Section are Billing and Collection Monitoring, Recoveries and Legal Recoveries monitoring, Customer service enhancement monitoring, Coordinate with other divisions to enhancement of Commercial activities....etc. Commercial and operation management system is main platform managing all activities of Commercial section. It consists of Deputy General Manager, AGM s. Commercial Officers and System Admins.

The principal goal of this contract is to strategically position the CEWAS brand as a leading entity in hosting conferences, training programs, workshops, ceremonial events, and providing top-tier accommodation facilities. Moreover, it seeks to expand business avenues through our primary centers: the Centre for Innovation, Centre for Quality, and Centre for Knowledge, along with other key sections previously mentioned, not only in national level, but also in international level as a strategic business unit .

2.0 Scope of Work

CEWAS seeks an experienced, dynamic, and ambitious Business Promotion Manager to spearhead the promotion and expansion of its clientele base. The ideal candidate will leverage their expertise to strategically position CEWAS as a key player in various sectors, enhancing business opportunities as outlined earlier. Dedication to crafting and implementing effective business strategies is paramount. The Business Promotion Manager will oversee CEWAS operations, set strategic objectives, and possess comprehensive business acumen to provide guidance aligning with CEWAS's goals. The goal will be to ensure the profitability of

CEWAS's activities and to drive sustainable financial growth by attracting clients and forging strong relationship with clients.

The primary focus will be on developing a robust business model/strategy to capitalize on CEWAS's event hosting and accommodation capabilities, along with maximizing opportunities within the key centers: the Centre for Innovation, Centre for Quality, Centre for Knowledge, and other key departments and finally operate as a Strategic Business Unit and income generated center.

3.0 Key Activities

3.1 Strategic Planning and Finances

1. Developing business model/strategy to capitalize on CEWAS's event hosting and accommodation capabilities, along with maximizing opportunities within our key centers: the Centre for Innovation, Centre for Quality, Centre for Knowledge, and other critical departments mentioned previously.
2. Development of financially and commercially viable business plans and strategies to promote CEWAS.
3. Develop annual business plan and related budget of cewas and get it approved through the relevant path
4. Coordinate with Deputy Director (Admin-CEWAS) in preparing the budget and handle CEWAS operations and budget.
5. Keep records on expenditure, revenue, invoices etc.
6. Assist Deputy Director (Finance) on monitoring the budget.

3.2 Branding and Marketing

7. Conduct market research related to all key areas and report to management on needful improvements, interventions to increase cewas activities and income
8. Prepare a marketing plan and implementation .
9. Branding of CEWAS and develop promotional materials.
10. Promote CEWAS facilities and activities
11. Identify potential clients and new business opportunities.

12. Maintain close and long-term relationship with the clients/customers, national and international entities.
13. Ensure adherence to legal rules and guidelines in marketing campaign.

3.3 Administrative & Reporting

14. Arrange monthly/ quarterly meetings internally (cewas/NWSDB)
15. Arrange business meetings with external clients and institutes
16. Gather, analyze and interpret external & internal data.
17. Compile inception, monthly, quarterly and annual reports of CEWAS and report to the management.
18. Represent CEWAS in outside events and conference.

3.4 Outcome oriented items:

19. Promoting training facilities in CEWAS having a maximum occupation per month
20. Achieving target of renting office space within coming months
21. Promoting CEWAS facility and programmes locally and internationally and arrange MOUs between CEWAS and local and international entities
22. Marketing and getting engaged trainees for holding CPD programmes in accordance with the programme of DD(Knowledge)
23. Arranging industrial collaborations for bringing CEWAS Innovation (Research and Development) to industry in accordance with the programme of DD(Innovation)
24. Promoting and engaging clients and general public for water and wastewater quality testing, knowledge sharing programmes in accordance with the programme of DD(Quality)
25. Media coverage for CEWAS and its programmes
26. Any other works related to business plan

4.0 Timing and Duration

The Business Promotion Manager is expected to commence work within one week from the letter of award. Minimum no. of working days shall be 22 days. The duration of the services is 12 Months and extendable based on the requirement and performance.

Working hours are 8.00 a.m.-5.00 p.m. on weekdays. However when the CEWAS facility is occupied with programs Business Promotion Manager shall ensure his presence until they are over, and should present in weekends if necessary.

5.0 Source of Funds

Funds allocation for the contract is under CEWAS budget.

6.0 Deliverables/Milestones

The Business Promotion Manager is expected to submit an inception report indicating clear business plan and the annual budget approved by the Director (CEWAS) within the first month. Business plan should demonstrate the monthly targets (Work Plan) to comply with the TOR and deliverables covering all the items under scope. Thereafter monthly, quarterly and annual progress reports of CEWAS shall be prepared and presented to the management.

Moreover, to above, the Business Promotion Manager shall achieve,

- a) At least 50% of the training facilities are occupied within not less than 20 days in a month
- b) At least 50 % of office space shall be rented within six months
- c) Marketing and getting engaged trainees for holding CPD programmes at least one programme per month
- d) Industrial collaborations and/or establishing a platform for implementing the R&D outcomes
- e) Promoting the water quality testing and related expert knowledge sharing
- f) Arranging MoUs with local and international companies, education institutes relevant to the areas specified
- g) Organizing local and international conferences and similar events

Progress will be measured with reference to the work plan and above deliverables.

7.0 Payments

Payments will be done on monthly basis. The Business Promotion Manager is entitled to have monthly assignment fee of Rs. 300,000.00 (including Rs.50,000 .00 transport allowance). The monthly fee will be paid upon successfully achieving the business plan submitted by him and approved by the Director(CEWAS).Deductions for non-working days will be made considering 22 working days($1/22 * \text{Basic Salary}$).

8.0 Logistics

The Business Promotion Manager will report directly to the Director (cewas). He/She will be closely coordinating with the 5 deputy directors in carrying out his duties. He/She will be stationed at CEWAS, No 10, Egodahena Road, Thelawala, Rathmalana. It is expected that his/her own transport will be arranged for daily duty reporting. CEWAS will provide a vehicle when the Business Promotion Manager needs to conduct any office work out-station. Office space and furniture will be provided. He/she shall be used his/her own laptop for the works. A Tablet with a sim will be provided for office works.

Supportive staff

- 1, Asst. Business Manager
2. Secretary (Part time)
3. Engineer, Engineering Assistant (Part time)
4. Any other resources needed has to be submitted with the inception report once the successful applicant prepares his/her business plan

9.0 Qualifications and Other Requirements

The qualification requirement is as follows:

- A Science/Business Administration/Economics/Commerce/Marketing or equivalent Degree, from a recognized university approved by the University Grant Commission.
- Membership of CIM/SLIM

- Master qualification in relevant field from a recognized university approved by University Grant Commission
- Proven post qualifying experience in handling strategic business management and marketing in Government sector/Private sector / or a recognized institution.
- Fluent in common software applications and other business applications
- Fluent in English and Sinhala language. Ability to handle Tamil language will be an added qualification.
- Should be less than 50 years old.

10.0 Selection Criteria

Description	Marks	
▪ A Science/Business Administration /Economics /Commerce/Marketing or equivalent Degree, from a recognized university approved by the University Grant Commission (This is a qualification. No marks needed)	10	
▪ Master qualification in relevant to the post from a recognized university approved by University Grant Commission	15	
▪ Membership of CIM/SLIM	15	
▪ Minimum 5 years of post qualifying experience in handling strategic business management and marketing in Government sector/Private sector / or a recognized institution	10	
▪ Fluent in common software applications and other business applications	20	
▪ Fluent in English and Sinhala. General ability to handle Tamil language	English	5
	Sinhala	5
	Tamil	5
Total Marks	75	

Minimum marks required for facing interview is 50 Marks.

The applicants who obtain marks greater than 50 marks are eligible for interview and further considerations.

Marks allocation for interview are given in below table.

Description	Marks
▪ Interview Performance.	25
Total Marks	25

11.0 Pre-bid meeting

Pre -bid meeting will be held,

Venue -**CEWAS, No. 10, Egodahena Road, Thelawala , Rathmalana**

Date & Time :**16th August 2024 at 10 .00 a.m.**

12.0 Method of Submission

Applications with complete Curriculum Vitae (CV) and certified copies of educational, professional and service letters and relevant testimonials to be submitted by hand or registered post, addressed to Assistant General Manager (Tenders & Contracts), NWSDB, Galle Road, Ratmalana on or before **10.00 am on 26th August 2024**. Late Bids will be rejected. Bids will be opened soon after closing of bids.

13.0 Instruction to Applicants

The applications received (eligible) will be evaluated on the basis of information duly provided by the applicants. Information must be supported by relevant evidence such as certificates, official letters, and necessary commitments wherever applicable. Failing to provide the information in the proposal submitted by the applicant will result invalid and shall not be evaluated.

14.0 Termination / Extension of the Contract

If the Business Promotion Manager fails to conduct duties and responsibilities mentioned in TOR , business plan and work plan properly, that may lead for termination by giving prior notice. NWSDB has the authority to terminate the contract without permission of the other

party. NWSDB has the authority to terminate or extend the contract and if the contract is terminated, it will be informed to the Business Promotion Manager before 01 month.

15.0 Curriculum Vitae (CV)

1. Personal Information

Name		
Nationality		
Date of Birth		
Contact Number	Land:	Mobile:
Personal Address		
E-mail Address		

2. Educational Qualifications (Attach proof documents)

3. Professional Qualifications (Attach proof documents)

4. Experience (post qualifying experience in handling strategic business management in Government sector/Private sector / or a recognized institution)

5. Any Other (Attach proof documents)

I, the undersigned, certify to the best of my knowledge and belief.

Completed by:.....
(Name & Signature)

Date (dd/mm/yyyy):.....

SPECIMEN FORMS

LETTER OF ACCEPTANCE
[Letter heading paper of the Employer]

..... [Date]

To:
[Name of the Contractor]
.....
[Address of the Contractor]

This is to notify you that your bid dated[insert date] for the **Invitation for engaging a Business Promotion Manager for providing the services for Center of Excellence for Water and Sanitation (CEWAS)** under Contract No. NWSDB/CEWAS/SERVICE/2024/05 for the Contractor price of
[amount in figures and words] as corrected in accordance with TOR and/or modified by a Memorandum of Understanding, is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the TOR.

The Start Date shall be :(fill the date as per TOR).
Contract Period is 365 Days from the Start Date.

Please acknowledge the receipt of this letter by return fax and make arrangements to sign the agreement by prior appointment with the Asst. General Manager (Tenders & Contracts) within 14 days.

Please contact Director (CEWAS)/ Deputy Director (CEWAS), on Telephone No 076-3598857 for further action on this contract.

.....
General Manager
National Water Supply & Drainage Board

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF WATER SUPPLY AND ESTATE INFRASTRUCTURE
DEVELOPMENT**

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

**INVITATION FOR ENGAGING A BUSINESS PROMOTION MANAGER
FOR
PROVIDING THE SERVICES FOR CENTER OF EXCELLENCE FOR WATER AND
SANITATION (CEWAS)**

CONTRACT No: NWSDB/CEWAS/SERVICE/2024/05

AGREEMENT

This Contract Agreement made and entered into between the National Water Supply and Drainage Board, a corporate body duly established under the provisions of the National Water Supply and Drainage Board Law No. 2 of 1974 and having its Head Office at Ratmalana in Sri Lanka (hereinafter sometimes referred to as "the Board") of the one part and:

..... which duly incorporated under the laws of Democratic Socialist Republic of Sri Lanka and having registered its office at

.....

(hereinafter called "the Contractor" which term of expression shall where the context so requires or admits mean and include its successors and permitted assigns) of the other part.

WHEREAS the Contractor has submitted a tender in agreement with the Conditions of TOR and the Board has accepted the tender and in consideration of it the Board is desirous of entering into a contract with the Contractor for the engagement of a Business Manager at Center of Excellence for Water and Sanitation (CEWAS) as specified in the TOR.

AND WHEREAS TOR describing the services to be provided have been prepared by the Board and the same have been signed by the parties hereto.

NOW it is hereby agreed as follows:

1. For the consideration hereinafter mentioned the Contractor shall, upon and subject to the conditions hereto annexed, mobilize and provide the Services referred to in the said TOR to the entire satisfaction of the Board for a period of one year commencing from
.....
2. The said TOR including Form of Bid, Scope, Qualification Information, Key Activities, Timing and Duration, Termination/Extension of the Contract the said Payments, all duly signed by the Board and the Contractor shall for all purposes be read, regarded and construed as part and

parcel of the Agreement.

3. The Contractor will be paid for the said execution of the Services the sum of
.....
(Rs.) hereinafter sometimes referred to as the "Contract Price" or such other sum as shall become payable hereunder according to the terms of the Contract.
1. The following terms used in this Agreement and or TOR shall be understood as having the meanings hereby ascribed to them, namely;
 - (a) "The Department Procurement Committee" shall mean the Department Procurement Committee appointed for the purpose of determining the Tender.
 - (b) "The Contractor" shall mean the person or persons, firm or firms, company or companies who have contracted for the services herein specified and includes its successors and permitted assigns.
 - (c) "The Chairman" shall mean the officer for the time being holding the office of or acting as the Chairman, National Water Supply and Drainage Board and his successors.
 - (d) "The Government" shall mean the Government of the Democratic Socialist Republic of Sri Lanka.
 - (e) "The Employer" or "The Board" shall mean the National Water Supply and Drainage Board.
 - (f) "Months" shall mean calendar months.
 - (g) "Days" shall mean calendar days.
 - (h) "Start Date" means the 7 Days after the date of letter of acceptance
 - (i) "The TOR (Terms of References) " shall mean the Form of Bid, Scope of Work, Key Activities, Timing and Duration, Source of Fund, Payments, Logistics, Qualifications and Other Requirements, Selection Criteria, Method of Submission, Instructions to Applicants, Termination/Extension of the Contract".
 - (j) "The Contract Price" shall mean the sum stated in the Letter of Acceptance payable to the Contractor for the providing Services in accordance with the provisions of the TOR.
 - (k) "The Services" shall mean the Services to be provided under this Contract.
 - (l) "Rs. or SL Rs. or LKR" shall mean Sri Lanka Rupees.

IN WITNESS WHEREOF the parties hereto have set their hands and seal to these presents at the places and dates hereinafter mentioned.

Signed by the said Chairman, National Water Supply and Drainage Board and Board Member of the National Water Supply and

Drainage Board/.....(Name & Designation)
of..... WSP/..... (Name/Designation) of
RSC..... at on the
..... day..... of
Two Thousand and in the presence of the following Witnesses.

.....
Chairman/Deputy General Manager/
Project Director

.....
Board Member/
of.....WSP/.....of
RSC.....

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

Witnesses

1. Signature _____ Name : _____ Address: _____ _____ _____	2. Signature : _____ Name : _____ Address : _____ _____ _____
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For and on behalf of the Contractor : signed by the saidin the capacity of
..... and/or duly authorized to sign this
contract agreement for and on behalf of

.....
..... (Block Letters)

Witnesses

1. Signature _____ Name : _____ Address: _____ _____ _____	2. Signature : _____ Name : _____ Address : _____ _____ _____
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