



## UNIVERSITY GRANTS COMMISSION

**Finance Circular Letter No. 6/2006**

29<sup>th</sup> June, 2006

Vice-Chancellors of Universities,  
Directors of Institutes,  
Rectors of Campuses.

### ADOPTION OF GOVERNMENT CIRCULARS

### PAYMENT TO MEMBERS OF PROCUREMENT COMMITTEES, TENDER BOARDS, TECS AND PROJECT COMMITTEES

NPA Circular No. (03) of 26<sup>th</sup> October, 2005, which was circulated with UGC Finance Circular letter 13/2005 dated 22<sup>nd</sup> December, 2005, has been replaced by NPA Circular No.03-R1 dated 2<sup>nd</sup> January 2006. NPA Circular No.03-R1 is enclosed herewith for compliance by all Higher Educational Institutions. Please note that the revised fees outlined in this circular shall apply to all payments made after 2<sup>nd</sup> January, 2006.

Prof. S.V.D. Gamini Samaranayake  
Chairman

- Cc:
1. Chairman/UGC
  2. Vice-Chairman/UGC
  3. Secretary/UGC
  4. Financial Controller
  5. Director/IDD/UGC
  6. Registrars of Universities
  7. Bursars of Universities
  8. SAR/AR/of Institutes/Campuses
  9. SAB/AB of institutes/Campuses
  11. Accountant/UGC
  12. Chief Internal Auditor/UGC
  13. Sr.Asst. Accountant/UGC
  14. Sr.Asst.Secretary/Supplies & Administration/UGC
  15. Aditor General
  16. Govt. Audit Superintendent /UGC
  17. Govt. Audit Superintendent/Universities

Finance 3/-

National Procurement Agency  
Level 22, West Tower  
World Trade Centre  
Colombo 01.

02 January, 2006

To: All Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
All Heads of Departments  
Chairman of State Corporation and Statutory Boards  
Fully Government owned Companies  
Heads of Local authorities

**Enhancing of Payments for the Members of the Procurement Committees (PC), Tender Boards (TB), Cabinet Appointed Negotiating Committees (CANC), TECs, Project Committees and other Staff assisting in procurement process**

Your kind attention is drawn to the NPA circular No. (03) dated 26<sup>th</sup> October 2005 on the above subject. In consideration of inquiries received from the government institutions in regard to the application of the payments as set out therein, this circular is issued to replace the said circular. Therefore, with effect from 02<sup>nd</sup> January, 2006 this circular will replace all the circulars (including NPA circular No. 03) previously issued on this subject.

The fees outlined in Annexes 01, 02, 03 and 04 herein shall be used to make payments after the 02<sup>nd</sup> January, 2006 to the above committee members and other staff.

However, it should be noted that the payment scheme shall not be applied and no payments should be made when procurements were carried out by adhering to shopping (quotation) or direct contract procedures.

Payments for participation at meetings shall be made to the members only if they have attended the meetings. Where an alternate member has participated in such meetings in place of a permanent member, the alternate member will be entitled to receive payments in proportionate to the number of meetings attended by him/her.

The payment given in Annex 01, 02, 03 and 04 shall be reduced by 40% at the 1<sup>st</sup> instance of absence at a meeting by a member unless arrangements have been made for the alternate member to participate. The second absence by a member without making arrangements for the alternative member to participate shall result in no payments and such occurrence shall be immediately informed to NPA.

The members may scrutinize the documents or perform any other work connected with the tender outside the meetings and outside the normal legitimate working hours of the members. However, it is mandatory that the members shall meet at least on two occasions to discuss and agree on the matter connected to the tender under consideration to be entitled for a payment and such meetings shall be held outside the normal working hours.

The total payments a government or any state organization officer is entitled as fees for participating in tenders during any quarter shall not exceed the aggregate of basic salary of that officer for the quarter concerned. To implement this requirement the following method shall be followed:

- a) The officer shall receive all the payments paid to him as explained above by his/her own organization or any other outside organization as fees for serving in tender process;
- b) At the end of any quarter, if the aggregate of such payments received exceeds the aggregate of basic salary of the officer for the quarter concerned, the officer shall refund such excess amount to the organization of which he/she is regularly employed; and
- c) If any officer has not refunded such excess money it will be considered as a fraudulent practice. Any officer who is noted/reported to have acted in contradiction to the above shall be disqualified as member of future tenders and may be subjected to disciplinary procedures.

This circular is issued with the concurrence of the Secretary to H.E. the President and the Secretary to the Treasury

  
Daya Sivanege  
Chairman/CEO  
National Procurement Agency

Cc:

- Mr. Lalith Weeratunge – Secretary to His Excellency the President for  
information Please  
Dr. P B Jayasundara – Secretary to the Treasury, for information please  
Mr. S C Mayadunne – Auditor General

**PAYMENTS FOR MEMBERS OF THE PROCUREMENT COMMITTEE,  
TENDER BOARDS AND CANC MEMBERS**

Value or nature of the Goods Works or Service Procurement (in Rs million)		Payment for Chairman, if contract award is completed within the		Payment for other members, if contract award is completed within the	
		half the original Bid validity Period	original Bid validity Period	half of the original Bid validity Period	original Bid validity Period
GOSL Funded	Foreign Funded				
More than 1000 with PQ <sup>1</sup>	More than 3000 with PQ	25,000	12,500	20,000	10,000
More than 1000 without PQ	More than 3000 without PQ	20,000	10,000	16,000	8,000
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	20,000	10,000	17,500	8,750
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	16,000	8,000	14,000	7,000
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	17,500	8,750	15,000	7,500
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	14,000	7,000	12,000	6,000
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	15,000	7,500	12,500	6,000
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	12,000	6,000	10,000	4,800
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	10,000	5,000	7,500	3,750
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	8,000	4,000	6,000	3,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	3,000	1,500	2,000	1,000
	More than or equal to 100 and less than 250 without PQ	2,400	1,200	1,600	800
	More than or equal to 25 and less than 100 with PQ	2,000	1,000	1,000	500
	More than or equal to 25 and less than 100 without PQ	1,600	800	800	400
More than or equal to 2 and less than 5	More than or equal to 5 and less than 25	1,000	500	500	250

\* When retired officers are appointed to serve in the PC/TB/CANC the above fee shall include transport, parking fees, subsistence and any other related expenditure.

<sup>1</sup> PQ means Pre-Qualification

**PAYMENTS FOR MEMBERS OF THE TEC & PROJECT COMMITTEE  
MEMBERS**

Value or nature of the Goods Works or Service Procurement (in Rs million)		Payment for Chairman if contract award is completed within the		Payment for other members if contract award is completed within the	
		30% of the original Bid validity Period	60% of the original Bid validity Period	30% of the original Bid validity Period	60% of the original Bid validity Period
GOSL Funded	Foreign Funded				
More than 1000 with PQ <sup>2</sup>	More than 3000 with PQ	17,500	8,750	15,000	7,500
More than 1000 without PQ	More than 3000 without PQ	14,000	7,000	12,000	6,000
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	15,000	7,500	12,500	6,250
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	12,000	6,000	10,000	5,000
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	12,500	6,250	10,000	5,000
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	10,000	5,000	8,000	4,000
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	10,000	5,000	7,500	3,750
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	8,000	4,000	6,000	3,000
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	6,000	3,000	5,000	2,500
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	4,800	2,400	4,000	2,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	3,000	1,500	2,000	1,000
	More than or equal to 100 and less than 250 without PQ	2,400	1,200	1,600	800
	More than or equal to 25 and less than 100 with PQ	2,000	1,000	1,000	500
	More than or equal to 25 and less than 100 without PQ	1,600	800	800	400
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	1,000	500	500	250

<sup>2</sup> PQ means Pre-Qualification

**PAYMENTS FOR STANDING PROCUREMENT COMMITTEE AND TEC MEMBERS**

Value of Procurement	STANDING PROCUREMENT COMMITTEE		TEC FOR STANDING PROCUREMENT COMMITTEE	
	Chairman	Member	Chairman	Member
Less than Rs 250 m	5,000	4,000	5,000	4,000
More than or equal to Rs. 250 m and less than Rs. 500 m	6,000	5,000	6,000	5,000
More than or equal to Rs. 500 m and less than Rs. 1000 m	7,500	6,000	7,500	6,000
More than or equal to Rs. 1000	10,000	8,000	10,000	8,000

**PAYMENTS FOR STAFF OFFICERS AND CLERICAL OFFICERS  
ASSISTING THE PROCUREMENT COMMITTEES**

If the staff officer assisting the Procurement serving as a member of the Procurement Committee, Standing Procurement Committee, CANC, TEC or Project Committee, he/she will not be entitled for staff officers payments.

		Staff Officer		Clerical Officer	
GOSL Funded	Foreign Funded	if contract award is completed within two third of the original Bid validity Period	if contract award is completed within the original Bid validity Period	if contract award is completed within two third of the original Bid validity Period	if contract award is completed within the original Bid validity Period
above 100 m	above 500 m	5,000	2,500	2,500	1,250
More than or equal to 25 m and less than 100 m	More than or equal to 250m and less than 500 m	2,500	1,250	1,250	625
More than or equal to 5 m and less than 25 m	More than or equal to 5m and less than 250 m	1500		750	
More than or equal to 2 m and less than 5 m		500		250	