

DISTRICT SECRETARIAT -BATTICALOA
REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS FOR THE
YEAR - 2018

Applications are invited for the Registrations of Suppliers, Service Providers and Contractors by the District Secretary, Batticaloa for the supply of items and services listed below for the year 2018 for the District Secretariat, 14 Divisional Secretariat Divisions and all other Departments coming under the District Secretary.

01. Supplies

- SU-01 Office Stationary
- SU-02 Books, Magazines and other publications
- SU-03 Office Furniture (Table, Chair, Almyrah, Computer Table, Computer Chair and Rack etc.- made of solid wood ,steel and plastic)
- SU-04 Office Equipment and appliances (Typewriter, Computer & Computer software, Duplicating Machine, Photocopier, Digital Copier, Fax Machine and all sorts of Computer Printers, etc.)
- SU-05 Electrical Accessories and fittings, network installation
- SU-06 Cooking utensils and Electrical Appliances
- SU-07 Textiles Items, Curtain, Uniform Cloth etc.
- SU-08 Building Materials (Cement, Gravel, Soil, Red Bricks, Timber, Tiles, Sand, Granite, Limestone, Paints and Varnish, etc.
- SU-09 Broomsticks ,Ekal Broomsticks, Mats, Sanitary ware such as Brushes and liquids
- SU-10 Tyres & Tubes
- SU-11 Vehicle spare parts ,batteries and accessories
- SU-12 Sports and other welfare items
- SU-13 Raincoats, Boots, Shoes, Umbrellas and hand gloves
- SU-14 Plumbers and plumbing works(Pipes and pipe connections)
- SU-15 Plastic ware, glassware and glass items
- SU-16 Distribution of fuel items
- SU-17 Musical Instruments
- SU-18 Vehicle seats and seat covers and cushion upholstery
- SU-19 Food and snacks
- SU-20 Supplying & fixing of shutter curtains
- SU-21 Agricultural Equipment & Tools (Farming & Gardening equipment)
- SU-22 Agricultural seeds, plants, Planting materials, Fertilizer, chemicals and etc.
- SU-23 Fisheries items (canoes, net, boat, fishing box etc)
- SU-24 Marine related tools (GPS etc.)
- SU-25 Self Employment Tools (Masonry, Carpentry etc.)
- SU-26 Live Stock - Cattle, Goat, Poultry
- SU-27 Medical Equipments
- SU-28 Grocery Items
- SU-29 Solar System
- SU-30 Hardware Items
- SU-31 Audio & Public Address System
- SU-32 Scale Items(Digital weighing scale, Electronic scale, etc.)

02.Services

- SR-01 Printing works and producing rubber stamps & date stamps
- SR-02 Maintenance and repairs of office Machineries such as Typewriters, Computers, Photocopiers, Duplicating Machines, Digital Copiers, Faxes and all Computer, Printers ,etc.
- SR-03 Repairs and Maintenance of Refrigerators, Air Conditioners
- SR-04 Repairs to Steel Furniture
- SR-05 Repairs to Wooden Furniture
- SR-06 Rattaning of Chairs
- SR-07 Tailoring - clothes ,curtains for doors and windows and screens
- SR-08 Writing of Name Boards, Writing of Name Boards in plastic, digital stickers and banners
- SR-09 Repairs and Maintenance of Motor Vehicles supplying required spare parts and accessories
- SR-10 Transport of goods
- SR-11 Hiring of Vehicles –Passenger Transport
- SR-12 Service and Washing of vehicles including supplying of required spare parts
- SR-13 Painting ,Tinkering of Motor Vehicles
- SR-14 Binding of books and Magazines
- SR-15 Repairs of Motor Vehicles
- SR-16 Hotels, Restaurants and catering service
- SR-17 Cleaning Service
- SR-18 Security Service

03. Civil /Technical Services

- ES-01 Repairs to Electrical appliances, fans and generators
- ES-02 Civil works including construction works
- ES-03 Electricity connection works
- ES-04 Water supply –servicing ,repairs to pipelines
- ES-05 Welding work –iron gates ,windows etc.
- ES-06 Consultation services –construction and maintenance
- ES-07 Assembling and supplying of wooden furniture
- ES-08 Assembling and supplying of aluminum doors , windows and under sheets
- ES-09 Building Repairs, Renovation and refurbishment
- ES-10 Roads - Asphalt , Surfacing, Concreting
- ES-11 Design & Building (Civil Construction, Electricity)
- ES-12 Land Scaping & Beautification

Applications are invited on the format given below under registered cover to reach the Chairman, Procurement Committee, District Secretariat, Batticaloa at or before 3.00 p.m. on 20.12.2017 Applications should be sealed with wax and marked on the top left-hand corner of the envelope “Registration of Suppliers/Service Providers/Contractors-2018 “and the number of the “Supplies, Services and Civil/ Technical Service” should be specified.

Note : Further details if any could be obtained from Administration Branch, Batticaloa or www.batticaloa.dist.gov.lk

Terms and Conditions

1. The suppliers of Goods and Services will be paid by cheque after delivery of the goods and services and the suppliers and service providers should agree to this condition.
2. The applicant should forward separate applications for each item for Registration
3. A receipt by paying a non refundable fee of Rs.100/-should be obtained from Kachcheri, Batticaloa and the same should be attached to each application.
4. All registrations will be cancelled without notice of those who do not adhere to the quality of the Goods and Services with the quoted price and standard
5. The right to registration is reserved by District Secretary, whether to accept the application or not after scrutinizing all the applications and obtaining the additional information if necessary
- 6 The registered Suppliers have to enter into an agreement with District Secretary to supply the Goods as and when same are required.
7. All applicants must furnish all details requested in the given format.

N.A.A.Pushpakumara,
Government Agent/District Secretary,
Batticaloa.

District Secretariat,
Batticaloa.

22.11.2017

Specimen Application Form
District Secretariat / Kachcheri-Batticaloa
Registration of Suppliers/Service Provider -2018

01. Reference Number of the Service & Supply applied for:.....
02. Name of Supplier/Service Provider :
03. Office Address :.....
04. Telephone No:.....Fax No..... Mobile No:.....
05. Receipt Number and date of Payment made :.....
06. Nature of the Business :.....(Sole agency/Joint Venture /Limited/Company)
07. Whether producer/Sole Importer/Sole Distributor/Stockiest holder :.....
08. Business Registration Number:.....(Copy of the Certificate should be annexed)
09. Value Added Tax Number (VAT):.....(Copy of the Certificate should be annexed)
10. Names of other Government Organizations where the Applicant has been registered as a Supplier or Service Provider:.....
11. Declaration by the Applicant:.....

I declare and affirm that the particulars given above are true and correct to the best of my knowledge. And I further affirm and declare to accept and abide by the conditions laid down in the newspaper for the Registration of Suppliers /Service Providers and to other conditions given by the District Secretariat pertaining to each work before entering into the said agreement .In addition to that ,I declare and affirm that I will abide by all matters imposed relevant to tax by the Government from time to time.

Signature of Applicant & Official Stamp:

Date :

Specimen Application Form
District Secretariat / Kachcheri-Batticaloa
Registration of Contractors -2018

01.Name of Contractor/Construction.....

02.Office Address: :.....

03.Telephone No:.....Fax No.....Mobile No:.....

04.Receipt Number and date of Payment made :.....

05. If the contractor has already registered with CIDA indicate the field of specialization and the Grade
(Copy of the VAT registration & CIDA registration should be annexed)

Building Grade Highways Grade

Bridge Grade Water Supply & Drainage Grade

Irrigation Grade

06. Nature of Organization

Sole Proprietor Partnership

Public Ltd, Liability Company Statutory Body

07. Business Registration Number:.....(Copy of the Certificate should be annexed)

08.Particulars related to the credit facility :.....(Maximum credit limitation and period)

09.Name of the Bank & Bank Account Numbers.....

10.Declaration by the Applicant:.....

I declare and affirm that the particulars given above are true and correct to the best of my knowledge And I further affirm and declare to accept and abide by the conditions laid down in the newspaper for the Registration of Suppliers /Service Providers and to other conditions given by the District Secretariat pertaining to each work before entering into the said agreement .In addition to that ,I declare and affirm that I will abide by all matters imposed relevant to tax by the Government from time to time.

Signature of Applicant & Official Stamp:

Date