

## **Registration of Suppliers and Contractors for the year- 2019**

### **District Secretariat-Galle**

Sealed applications are hereby invited for the registration of suppliers and contractors until 21.11.2018 for the supply of following supplies and services during the year 2019 for the District Secretariat, Galle and 19 Divisional Secretariats affiliated. Applications should be prepared in accordance with the specimen given below.

#### **Supplies**

Subject No:

01. Stationary and office requisites (Computer Papers, Roneo Papers, CD, Printer Toner, Printer Ribbon, Photocopy Cartridge including Fax Roll)
02. Office Equipment (Printers, Photocopy Machines, Roneo Machines, Digital Duplo Machines, Fax Machines)
03. Office Furniture and steel goods.
04. Computers and computer accessories and networking devices.
05. Rubber stamps and name boards
06. Doors and windows, bed clothes, textiles for uniforms
07. Office Bags.
08. Sports Items.
09. Musical Instruments.
10. Tires, tubes and batteries for vehicles.
11. Vehicle Spare Parts.
12. All types of building materials. (Electrical Equipment, Water Pipes and fittings, Construction Materials)
13. Air Conditioners.
14. CCTV camera systems.
15. Loud speaker sets.
16. Preparation of Office Identity Cards.

17. Agro equipment.
18. Intercom.
19. Library Books
20. Equipment for Children's Parks, Amusement Parks (Swing, Playground slides, seesaw...etc.)
- 21 Saplings and seeds (seed-paddy, plantation crops, fruit and vegetable saplings)
22. Kitchen utensils (buffet set, aluminum utensils, porcelain items, glassware)
23. Animals (goats, cocks, cows)

**Services**

Subject No:

- |  |   |                                 |
|--|---|---------------------------------|
| <ol style="list-style-type: none"> <li>24. Repairs to vehicles</li> <li>25. Vehicle Servicing</li> </ol> | } | only within the Galle District. |
|--|---|---------------------------------|
26. Covering vehicle sheets and cushioning.
  27. Vehicle Air Conditioning.
  28. Printing and book binding.
  29. Drawing Name Boards, emblems and banners.
  30. Cleaning office building premises.
  31. Supplying security services.
  32. Aluminium Welding.
  33. Repairs to all types of office equipments such as Printers, Photocopy Machines, Roneo Machines, Digital Duplo Machines, Fax Machines, and Typewriters.
  34. Improving of Electricity Circuits and repairing the same.
  35. Repairing and servicing Air Conditioners.
  36. Repairing and servicing elevators.
  37. Repairing and servicing CCTV camera system.
  38. Repairing and servicing Loudspeaker Systems /Amplifiers

39. Loudspeaker equipment and services.
40. Maintaining and servicing fire safety systems.
41. Electrical light devices and services.
42. Providing festival items (tents, chairs, stages)
43. Sewing door & window curtains.
44. Cleaning door & window curtains.
45. Metal breaking and removing.
46. Constructing tube wells.

### **Building Construction ,Upgrading and Renovating**

Subject No.

47. Construction Institutes registered under the CIDA

### **Road Development and Repairs**

Subject No.

48. Construction Institutes registered under the CIDA

### **Instructions & Conditions**

01. All applications should be sent by registered post to the District Secretary, District Secretariat, Galle before 2.00 p.m. of 21.11.2018.

02. The top left hand corner of the envelope enclosing the application should be clearly marked as **“Registration of Suppliers/Contractors-2019”**

03. Those who wish to register themselves for more than one supply or service should forward separate application for each subject.

04. A receipt upon payment of a Rs.500/= to the Shroff of the District Secretariat as the Non Refundable Registration Fee should be attached to each application or a Cheque or Money Order (paying office-Galle) drawn in favour of District Secretary, Galle should be sent with the application upon payment of above mentioned amount.

05. Application should be prepared on 240mm x 297mm (A4) size paper. Following details should be compulsorily mentioned in it.

5.1. Name and the address of the Business/Contractor/Supplier.

5.2. Registration No- ..... (A copy of the registration certificate should attach)

5.3. Tel No-.....Fax No.....

5.4. No. and date of the Receipt /Money Order/Cheque.

5.5. Nature of the Business (Manufactured/Dealer/Cooperation)

5.6. Turnover from January to October in year 2018.

5.7. Subject Number. and details of the goods and the services to be registered.

5.8. Trade name of the good.

5.9. VAT No.

5.10. Credit facility duration (suppliers)

5.11. Registered Number and grade in CIDA Institute (for contractors)

(A copy of the CIDA registration certificate should be submitted)

06. Procurement committee reserves the right to accept or reject the applications without giving any reasons.

07. Quotation will be called from registered suppliers /contractors to obtain work/supply/services whenever necessary and if required, I reserve the right to obtain quotation from other suppliers /contractors as well, to obtain competitive offers /bids.

08. I reserve the right to write off the name of the suppliers, contractors from the register for those who fail to submit quotations and fail to supply goods and services in time and in expected quality according to the samples when an order is placed.

09. Purchased goods/items should be transported free of charge to the District Secretariat, Galle.

10. Applications can be dispatched by registered post or may deposit in the procurement box kept at the Chief Accountant's Room of District Secretariat.

11. Future clarification regarding the above could be obtained from Chief Accountant of District Secretariat, Galle. (Tele No.091-4380874/091-4944803)

Somarathna Vidanapathirana,  
District Secretary/Govt.Agent,  
Administrative District – Galle.

