

Registration of Suppliers and Contractors – 2019

District Secretariat – Moneragala

For the year 2019, Moneragala District Secretariat and 11 Divisional Secretariats (Moneragala, Medagama, Bibile, Madulla, Badalkumbura, Buttala, Wellawaya, Kataragama, Siyambalanduwa, Thanamalwila, Sevanagala) Application Forms by manufacturers, distributors, businessmen, suppliers and contractors interested in registering To be called

Code number	Description of supplies
G - 01	Stationery and consumer goods. (Pan, Pencil, Photo Paper and others)
G - 02	Computer related stationery. (Toner, ink, master roll and computer paper)
G - 03	Photocopiers, roots machines, computers, fax machines, computer accessories, software and hardware, computer printers and networking devices.
G - 04	Spare parts, accessories and batteries for all types of vehicles.
G - 05	Tires and tubes for all types of vehicles.
G - 06	Curtain fittings and carpeting for offices.
G - 07	All kinds of building materials, paints and their accessories.
G - 08	Tools for office, quarters and bungalows (steel tables, tables made of plastic or wood, chairs, wardrobes, file shelves, etc.)
G - 09	Air conditioners and their spare parts.
G - 10	Pipes and drainage equipment, water tanks and filters.
G - 11	Sports goods, Welfare goods, School equipment, Kitchen equipment and Equipment for self-employment.
G - 12	Uniforms, raincoats, umbrellas, office bags and boots.
G - 13	Oriental and Eastern Musical Instruments
G - 14	Library books, magazines, periodicals, and other publications.
G - 15	Sanitary ware.
G - 16	Dried foods.
G - 17	Supply of agrochemicals and agricultural equipments (weeding machines, water motors)
G - 18	Supply of minor export crops and plants seeds of vegetables and fruits.

Code number	Description of the Service
S – 01	In-house telephones, computer peripherals, photocopiers, CCTV cameras, printer servers and other software. (Including fingerprint recorders)
S – 02	Office steel tools and other office equipment (electric lamps, electrical equipments).
S – 03	Providing cleaning services.
S – 04	Providing security services.
S – 05	Rice & Curry, snack food, tea and lecture room facilities, room service for meetings and events.
S – 06	Providing permanent & mobile phone facilities and internet facilities and repairs.
S – 07	Air conditioners repair and services.
S – 08	All types of vehicle repairs. (Including Air Conditioner)
S – 09	Carrying out all kinds of vehicle services. (Provide modern equipment and facilities of the organization.)
S – 10	Inspection and wheel balancing.
S – 11	Renting of buses, vans, lorries and backhoes on a rented basis.
S – 12	Digital printing, banners, book binding, rubber stamping, day seals, blocks, office boards and all printing.
S – 13	Office Identity Cards, various statues and plaques.
S – 14	Providing of temporary exhibition booths, canopies, festive decorations and amusement machines and generators for rent.
S – 15	Installing car cushions, carpets, tinted, canopies and spare parts.
S – 16	modernization and maintenance of internal electrical systems.
S – 17	Computer networking and maintenance of such systems.
S – 18	Fire protection systems update, maintaining and install

Code number	Description of work
W – 01	Building construction and repair.
W – 02	Construction of roads, bridges, culverts, transects, water supply and repairing.

W – 03 Power Lines Adjusting and Repairing.

W – 04 Operation of maintenance units for small scale construction.

Qualifications required registering as a provider or contractor.

01. The registration of the business to provide supplies and services (registration certificate for each individual business, registration certificate according to Company Registration Act) is compulsory and submission of a business registration copy is compulsory.
02. Every contractor who wishes to register is obliged to register with the Construction Industry Development Authority (CIDA) and it is mandatory to submit a copy of the registration certificate and a copy of the business registration with the application.
03. The supplier must have the necessary facilities to transport the items ordered to us at our destination.
04. According to the financial regulations when providing supplies and services, the government should comply with the conditions imposed by District and Divisional Secretariats in terms of circulars and instructions issued from time to time.
05. The loan facility should be provided for at least 60 days in the process of supply, which should be the responsibility of the supplier.

Registration fees and administrative expenses.

For each item that is expected to be registered each entry is Rs.300.00. Fees payable can be made in a Money Order received by the Moneragala District Secretary and the first copy of the order should be attached and enclosed with the application. (Money paying Post Office - Moneragala Kachcheri)

Every applicant should submit each application separately for the office which is expected to be registered (for the District Secretariat and 11 divisional secretariats) and the fee for one office is Rs.500.00. Fees payable can be made in a Money Order received by the Moneragala District Secretary and the first copy of the order should be attached and enclosed with the application. (Money paying Post Office - Moneragala Kachcheri)

The first copy of the money order is annexed to the application and it is important to keep it in an in-field. Except for post offices, receipts, checks or stamps are not accepted, and for these reasons, these fees will not be refunded.

Terms of Registration as a Supplier or Contractor.

01. Average purchases will be made in the year 2019 and the prices quoted should be kept stable within a year (12 months).
02. Normally, bids are called from the registered suppliers and the office is entitled to obtain goods and services externally if necessary.

03. The Moneragala District Secretariat has the right to opt for suppliers and contractors without any reason to refuse to choose the contractors to choose suppliers.
04. The suppliers who register bids or fail to supply goods and services according to specified standards can't be canceled when they are applied.
05. Only the payment of goods and services provided will be made after completing the relevant specification.
06. The registration of suppliers who are unable to supply orders in orders during the specified period will be revoked.

Applying Order

Applications should be made by the Applicant using the A4 game in accordance with the specimen given to the end of this Notice, and each head must be clearly completed. Application forms can be obtained through the official website of the District Secretariat (www.monaragala.dist.gov.lk).

All the items that are registered by the suppliers must be paid simultaneously and the money order obtained and the application could be handed over to the "District Secretary, District Secretariat, Monaragala" on or before 2018.12.21. No applications will be notified. The top left hand corner of the envelope containing the envelope should clearly mark the "Registration of Suppliers for the Year 2019"

The money order should be obtained by making payments to the offices which are expected to be registered at the time of payment in cash and obtaining the money order by registered post or by calling "District Secretariat, District Secretariat, Monaragala" on or before 2018.12.21. It can be done and the application will not be notified. The top left hand corner of the envelope should clearly mark the "Registration of contractors for the year 2019".

Applications that do not conform to the specimen model are late, with delayed, inaccuracies and incomplete applications and specific qualifications, without any notification, and no complaint will be considered regarding the loss of and the delay in application of applications. It may be helpful to keep a photocopy of the application.

2018.11.19

D.S.Pathmakulasooriya,
Government Agent / District Secretary,
Moneragala Administrative District.

Specimen application.

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(for office use)

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- 01. Name of the institution:
- 02. Address:
- 03. Telephone Number: 04. Fax Number:
- 05. E Mail Address:
- 06. Service provided / Goods / Works:
(Please indicate only the code number)
- 07. CIDA Registration Number / Business Registration Number:
(Photocopies of the certificates should be submitted.)
- 08. CIDA the date of registration will be cancel:
(Only for contractors.)
- 09. Office Desired for Registration:
(Only for contractors.)
- 10. Money Order Number:
- 11. The post office where the money order was received:

I will certify the information given in this application and know that it is true and accurate to me. If the information provided by me is contrary to the information provided, I know that my right to such registration, which I have applied for, may be neglected and that I will be able to take disciplinary action against me. Further, I declare that I agree with the conditions specified in the registration.

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Date

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Supplier signature and seal