

Government Announcement
Registration of Suppliers – 2021
District Secretariat, Kilinochchi.

Applications are invited from the eligible suppliers to supply following goods and services to the Kilinochchi District Secretariat and Divisional Secretariats for the year 2021 Application forms can be prepared according to the given format or it can be obtained through our website www.kilinochchi.dist.gov.lk and during the office hours at the Finance Branch of the District Secretariat and Divisional Secretariats.

Those who wish to apply for the building construction works can pay the registration fee according to the below table

Contract Amount	Registration Fee
Contract amount equal to Rs.2,000,000 or less	Rs.2,000.00
Contract amount greater than Rs.2,000,000 and less than or equal to Rs.5,000,000	Rs.3,000.00
Contract amount greater than Rs5,000,000 and less than or equal to Rs.10,000,000	Rs.5000.00

The other suppliers can deposit a non – refundable fee of Rs.250/= for everyone supply for the BOC Account number 7041986, Accounts holder’s name “District Secretary, District Secretariat, Kilinochchi”. Otherwise, these fees can be directly paid at the shroff of the District Secretariat. Enclose the payment slip of the bank/the receipt obtained from the shroff (Gen 172) with the application. Application will be rejected those who failed to enclose the Slip/Receipt.

Code No	Works
W -1	Building Construction and repair works.
W -2	Construction and repairs of highways, bridges and culverts.
W -3	Construction and repairs of tank, channels, and agro wells
W -4	All type of welding work and aluminium work.
W -5	Upgrading and repair works of building structures and electricity connections
W -6	Improvement of water supply and repair work.

Conditions

- ❖ For the above w-01 to 03 works ICTAD registration must be done and the copy of registration of ICTAD should be enclosed with the application.

Supply of goods

Code No	Goods
G-1	Office furniture- wooden,steel,plastic,fibreglass,MDF
G-2	Stationary, writing instrument
G-3	Sanitary goods(brooms, egl brooms, soaps,Harpic, Finol, hand wash, Air fresher, rugs etc.
G-4	Photo copiers Computer Printers, Fax machines, and Multimedia projectors.
G-5	Computers, spare parts and accessories
G-6	Electrical accessories, fittings and electrical equipment and related implements
G-7	Motor vehicle spare parts
G-8	Kinds of food, beverages, drinking water, powdered milk, soft drinks.
G-9	General equipment and home appliances
G-10	Curtain, Uniforms, Table Cloths, floor carpets, golden shawls, dressing table, rain coats, footwear, bed sheets, pillow cases etc.
G-11	All kinds of building materials, water pipes and plumbing equipment, air conditioners and paints
G-12	Leather products
G-13	Sports goods and equipment
G-14	Musical instruments
G-15	Agricultural machines, machinery and related implements
G-16	Fishing instruments
G-17	Animals for self employment (chicks, cows, goats)
G-18	Electronic, electrical goods (electric fans, television sets, digital cameras, video recorders, CCTV camera etc.) spare parts.

Supply of Service

S-1	Repairs and maintenance of photocopiers, computers, computer printers and computer networking.
S-2	Repairing Office furniture (Wooden, Steel, Plastic, Fibre glass, M.D.F) retaining of chair.
S-3	Repairing, maintenance and servicing of refrigerators, air conditioners.
S-4	Repairing and servicing of electrical equipment
S-5	Repairing and servicing of electrical wires
S-6	Repairing and maintenance of electronic, electrical goods, accessories, grass cutting machines
S-7	Provision of cleaning services
S-8	Provision security service
S-9	Repairing of vehicles-interior repairs, repairing of engine and other parts and other repairs
S-10	Repairing of vehicles- external repairs, tinkering and painting
S-11	Maintenance of vehicles-periodical servicing ,wheel alignment checking, wheel balancing, changing of types, fixing seat and cushion covers, and interior servicing and polishing
S-12	Platforms and loudspeaker services
S-13	Printing (including offset and digital), book binding, making rubber stamps and date stamps, making plastic name boards, processing of office identity cards
S-14	Supply of vehicles on hire or lease basis
S-15	Washing of linen
S-16	Tailoring
S-17	Repairing and maintenance of intercom system.

General Conditions

General Conditions for registration of suppliers

1. Following documents should be enclosed with the application
 - a) Certified copy of the business name registration certificate
 - b) Certified copy of Trade Licence certificate (certificates issued by the local authorities)
 - c) Copy of the certificate obtained from the relevant PHI/MOH office for the service of supply of food
 - d) Relevant business experience and details of main customers.
2. The registration of suppliers and contractors is valid only for the year 2021
Tenders are invited from the general suppliers / Contractors. However, the purchaser has the right to call tenders from others.

3. Registration of applications will be carried out under proper grading & Monitoring Applications, which contain false information, can be rejected.
4. The Government Agent has the right to accept / reject the applications without giving any reason.
5. The suppliers / contractors who fail to consider when calling tenders or supply the goods / complete the services within the given period or the samples / conditions given is not identical, they will not consider register as suppliers in the future.
6. Only for the goods / services relevant to the type of business registration can be registered as suppliers
7. The accuracy of the details and the document submitted by the suppliers will be confirmed by the inspection of the committee appointed by the Government Agent or by an interview. If it is verified that the supplier is not eligible to supply goods / services then application will be rejected & the deposit will not be reimbursed.
8. For the vehicle repairs and maintenance, the relevant Garages & service stations should have the basic facilities. (The details of the equipment and the trained employees must be submitted along with the application.) If it is need to check the quality, the Government Agent has the right to done it through a mechanical Engineer.
9. The payment of advance will not be given to the suppliers.
10. Duly perfected applications should be enclosed with the receipt paid for the no refundable deposit & send in an envelope starting “Registration of suppliers – 2021” on the left & addressed to: Government Agent, District Secretariat, Kilinochchi. By register post on or before 24th December 2020. Otherwise, it can be submitted directly to the Finance Branch of the District Secretariat during office hours.
11. The applications received after the closing date will be rejected.
12. For further details, can contact the “**Chief Accountant, District secretariat, Kilinochchi**” through the T.P Numbers **0212285352** and **0212285309**.

**Mrs R.Ketheeswarn,
District Secretary,
District Secretariat,
Kilinochch**

For office use only

SPECIMEN APPLICATION FORM

REGISTRATION OF SUPPLIERS FOR YEAR 2021

DISTRICT SECRETARIAT – KILINCHCHI

1. Name of the business establishment :
2. Address of the business establishment :
3. Name of proprietor :
4. National identity card no :
5. Business Name registration certificate (i) Number :
- (ii) Issue Date :

(Photocopy of the registration certificate should be attached)

6. Trade Licence (i) Number :
- (ii) Issue Date :

(Photocopy of the registration certificate should be attached issued by the local authorities)

7. Telephone No (i) Fixed :
- (ii) Fax :
- (iii) Mobile :

8. Index no. For which registration is sought (i) :
- (ii) :
- (iii) :
- (iv) :
- (v) :

(See W-1-6,G-1-18, S -1-17 in the notice for registration of suppliers for year 2021)

9. Nature of business :

(Producer/ Main Businessman/ Sales Representative – About details with document)

10. Names of bankers :
11. Period of credit offered :
12. Email address :
13. Details if an income tax payer :

14. Standards certificate obtained (ISO) etc. :.....

15. VAT/NBT registration details if any :.....

(With photocopies of documents)

16. Details if ICTAD registration is available, with grade and field :.....

(With photocopies of documents)

All details given above by me are correct and we certify that we are agreeable to supply goods and services subject to the conditions stipulated by the district secretary. Registration fee of Rs..... was paid on 2020 and the receipt obtained from the shroff of the district secretariat / receipt obtained from bank upon crediting to the account of the district secretariat with the bank of Ceylon is attached here with.

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Signature of Applicant and Official Seal

Name

Date