

District secretariat, Ampara

Registration of Suppliers, Service Providers and Contractors

Applications are invited from eligible organizations and individuals for the registration of suppliers to supply of goods and services under mentioned and contractors for the construction works for the Ampara District Secretariat and Divisional Secretariats of the district for the year 2021.

Item No	GOODS - Description		
G-1	Office & School Furniture	G-14	Educational Materials
G-2	Office Equipment	G-15	Sport Materials
G-3	Stationary & Office Requisition	G-16	Musical Instruments
G-4	Books & Periodicals	G-17	Agricultural Equipment
G-5	Building Materials	G-18	Fertilizer, Agricultural Chemicals& etc
G-6	Building Partition & Decorations	G-19	Agricultural seeds, Fruit Plant& Planting Materials
G-7	Electrical Accessories & Fittings	G-20	Livestock feed and Other items, Veterinary Drugs
G-8	Computers & Accessories	G-21	Industrial Goods
G-9	Social Welfare Items	G-22	Veterinary Equipment & veterinary
G-10	Electrical Instruments	G-23	Fisheries Item
G-11	Communication Equipment		
G-12	Motor Vehicle Spares		
G-13	Miscellaneous & House Hold Item		

Item No	Service Description
S-1	Printing of letter head books & publications, poster, banners, key tapping name boards/signboard, letter printing, Book binding, block making, rubber & date stamps
S-2	Repairs of Furniture (Office furniture, School furniture etc.)
S-3	Repairs & service of photocopiers, type writers, duplicators & other office electrical equipment
S-4	Repairs & service of computers, printers etc.
S-5	Repairs & service of air conditioners, Electrical repairs including wiring
S-6	Provision of security services
S-7	Provision of sanitary services, cleaning of curtains
S-8	Vehicle Repairs- Repairs of mechanical electrical circuits, Tinkering & painting, repairs of diesel & petrol Vehicles, Making Seat cushion & cover for vehicles etc.
S-9	Vehicle servicing, wheel alignment & wheel balancing etc.
S-10	Hire of vehicle including construction machineries on rent or lease
S-11	Miscellaneous Service- catering service/supply of cooked meals, short eats etc.
S-12	ICT Service – Documentary Film, Website Development

Part – II

Registration as Contractor for Civil Works.

Qualifications:

01. The Contractors who have registered with CIDA for constructions are eligible to register themselves for small Contracts up to Rs. 10,000,000 (Rs. ten million), and registered societies for works up to Rs. 2,000,000 (Rs. Two Milion)
02. Certificates affirming capacity, qualifications and assets should be attached with copies & pre-qualification document.
03. For civil work, the qualified Contractors who are willing to register with District Secretariat, Ampara, Requested to purchase a pre-qualification form after making non-refundable payment as stated bellow to at Bank of Ceylon Account No. 7042024 by cash in the name of “**District Secretary – Ampara**”, on or before **20th December 2020**. All application should be sent under registered cover clearly marked “**REGISTRATION OF CONTRACTORS FOR THE YEAR 2021**” on the top left hand corner of the envelope.

04. Registration Fees

Registration fees for contractors should be paid as mentioned below and it will not be refunded.

Contract Sum	Fees
Contract Sum lees than or equal to Rs. Two million	Rs.2000.00
Contract Sum more than Rs. Two million and lees than or equal to Rs. Five million.	Rs.3000.00
Contract Sum more than Rs. Five million and lees than or equal to Rs. Ten million.	Rs.5000.00

General Conditions

1. Documents to be furnished with the allocation,
 - (a) Certified copy of Business Registration
 - (b) Certified copy of company Registration
 - (c) It catering service copy of certificate obtained from area PHI / MOH.
 - (d) Experience on the relevant trade and customer list.
 - (e) Registration for vehicle repair workshop and service, Recommendation letter should be obtained from District Chief Examiner - motor traffic of Ampara District.
2. The Registration of suppliers and contractors will be valid only for the year 2021. Quotation will normally be invited from the list of registered suppliers and contractors. However, the procurer reserves the right to invite quotations from any other source.
3. Registration will be subject to assessment and evaluation and if found details given are false, the application will be rejected.
4. The District Secretary reserves the right to accept or reject any application received for registration without indicating any reasons.
5. Registered suppliers/ contractors who fail to quote promptly when requested or fail to make or not responding to quote, deliver / complete work in time, in conformity with the samples/ condition will be liable to written off from the register of registered suppliers/ contractor without any prior notice and not considered in future and will be included in defaulters list.

6. The suppliers shall be registered **only for related items of goods and service** for which the business registration is made.
7. Registered societies can undertake only under direct contracting method to the value not exceeding Rs. 2,000,000 (Rs. Two Million) in accordance with public finance Circular No: 01/2012
8. The garages / service stations to be registered for repairs / maintenance of vehicle should be equipped with all basic requirements. Description of available facilities and details of skilled workmen to be submitted along with the application.
9. The suppliers will not be paid cash advances.
10. Application form for registration of suppliers could be downloaded in our website / obtain the application form directly or sending a stamped self- addressed envelope and perfected application should be forwarded along with the certified copy of the **Business Registration Certificate, Trade License issued by Local Authorities (last year)** and **Non Refundable fee** to the “ **District Secretary, District Secretariat – Ampara**”, on or before **20th December 2020**. All application should be sent under registered cover clearly marked “ **REGISTRATION OF SUPPLIERS FOR THE YEAR 2021** “ on the top left hand corner of the envelope.
11. Duly perfected application of suppliers should be accompanied by a **Non Refundable Fee of Rs. 500/=** for **each item of goods / service** and be deposited at **Bank of Ceylon Account Number 7042024** the name of “ **District Secretary, Ampara**” This deposit slip should be attached along with the registration form.
12. Application received after the closing date will be rejected.
13. For further clarification do not hesitate to contact Accountant over the telephone 063-2222037 or visit our website www.ampara.dist.gov.lk

D.M.L.Bandaranayake,
Government Agent/District Secretary,
Ampara District.
12-11-2020

Specimen Application Form
Registration of Suppliers for the year - 2021
District Secretariat- Ampara

1. Business Name :-
2. Business Address :-
3. Telephone No :-
4. Fax No :-
5. Business Registration No :-
(copy to be annexed)
6. Nature of the Business :-
7. Items of goods service to be registered :-

Item No.	Goods / Services Description

8. Name of Bankers :-
9. Period of credit facilities :-
10. Name of the Districts, Supply could be made :-
11. (VAT) registration No. (If any) :-
12. Any other details :-

I certify that all the details furnished by me are correct and confirm to effect supplies/ services in conformity with the conditions prescribed by the District Secretary, Ampara. Bank paying slip deposited at Bank of Ceylon branch, dated, amounting to Rs paid as registration fee is also enclosed herewith.

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Signature of the applicant
(Affix company / official stamp)

.....
Name of the applicant

.....
Date