DISTRICT SECRETARIAT, AMPARA

REGISTRATION OF SUPPLIERS, CONTRACTORS & SERVICE PROVIDERS FOR THE YEAR 2027

APPLICATION FOR REGISTRATION (PART I) | CLOSING DATE FOR APPLICATIONS: DECEMBER 15, 2026

01. Name of the Owner :- _____

02. Name of the Institution :- _____

03. Address of the Institution :- _____

04. Nature of Business :- Limited Company / Joint Ventures / Sole Proprietorship / Societies / Government Agencies (Strike out inapplicable)

05. Contact Numbers :- Telephone: _____ | Fax: _____

06. PART A: SUPPLY OF GOODS (G-01 to G-27) — Tick [ ] desired category codes:

Tick	Code	Category Description	Tick	Code	Category Description
	G-01	Office & School Furniture		G-15	Educational Materials
	G-02	Office Equipment (Photocopiers, Typewriters, etc.)		G-16	Sports Materials & Equipment
	G-03	Stationery & Office Requisites		G-17	Musical Instruments
	G-04	Books & Periodicals		G-18	Agricultural Equipment & Implements (Tractors, Rotavators, etc.)
	G-05	Building Materials		G-19	Fertilizer, Agro-Chemicals & Agricultural Inputs
	G-06	Building Partitions & Interior Decorations		G-20	Seeds, Fruit Plants, Planting Materials & Supply of Animals for Livestock
	G-07	Electrical Accessories & Fittings		G-21	Livestock Feed and Other Items, Veterinary Drugs & Medicines
	G-08	Computers, Software & IT Accessories		G-22	Industrial Goods & Machinery
	G-09	Social Welfare Items & Equipment		G-23	Veterinary Equipment & Tools
	G-10	Electrical Instruments & Appliances		G-24	Fisheries Equipment & Gear
	G-11	Communication Equipment (HF Radios, Mobile Phones, etc.)		G-25	Cooked Meals, Short Eats, Bottled Water, Refreshments & Catering
	G-12	Motor Vehicle Spare Parts		G-26	Paddy Suppliers & Rice Mill Owners (Rice, Paddy & Milling Products)
	G-13	Motor Vehicle Tyres, Tubes & Batteries		G-27	Any Other Goods Not Covered Under Categories G-01 to G-26
	G-14	Miscellaneous & Household Items			

PART B: PROVISION OF SERVICES (S-01 to S-14) — Tick [ ] desired category codes:

Tick	Code	Category Description	Tick	Code	Category Description
	S-01	Printing Work (Books, Posters, Stamps, Binding, Name Boards)		S-08	Motor Vehicle Repairs (Mechanical, Electrical, AC, Tinkering)
	S-02	Repairs & Maintenance of Office & School Furniture		S-09	Motor Vehicle Servicing, Wheel Alignment & Balancing
	S-03	Repairs & Servicing of Office Equipment (Photocopiers, etc.)		S-10	Hire/Lease of Vehicles / Construction Machinery
	S-04	Repairs & Servicing of Computers, Printers & IT Hardware		S-11	Catering Services for Official Events
	S-05	Air Conditioner Repairs & Electrical Wiring		S-12	ICT Services (Documentary, Software, Website Development)
	S-06	Provision of Security Services		S-13	Undertaking Burial Services for Unidentified Bodies
	S-07	Sanitary/Janitorial Services & Curtain Laundering		S-14	Passenger Transport Vehicle Rental (>15 seats on rent)

07. PART C: REGISTRATION OF CONTRACTORS FOR CONSTRUCTION WORKS — Tick [ ] & specify CIDA No:

Tick	Grade	Description / Financial Limit & Fee	Tick	Grade	Description / Financial Limit & Fee
	C-9	Contract sum <= Rs. 4 Million (Fee: Rs. 2,000.00)		**C-6+**	Contract sum <= Rs. 50 Million (Fee: Rs. 5,000 / 10,000)
	C-8	Contract sum <= Rs. 10 Million (Fee: Rs. 3,000.00)		**EM-05+**	Electrical & Mechanical Services (Fee: Rs. 5,000.00)
	C-7	Contract sum <= Rs. 20 Million (Fee: Rs. 4,000.00)			

CIDA Registration No: _____ **CIDA Grade / Expiry Date:** _____

08. VAT Registration No: _____ **09. Income Tax (TIN) File No:** _____

SUMMARY OF APPLICATION FEE & PAYMENT DETAILS

(Note: A non-refundable registration fee of Rs. 1,000.00 is payable for each category applied for. For construction contractors, fees specified in Part C apply.)

Total Number of Categories Applied For: ..... **Fee Per Category:** Rs. 1,000.00

Total Amount Payable (Categories × Rs. 1,000.00): Rs. .....

Official Receipt / Bank Deposit Slip No.: ..... **Date of Payment:** ..... / ..... / 2026

(Note: The original receipt issued by the Shroff / Bank deposit slip must be attached herewith.)

Declaration & Mandatory Document Checklist:

1. Certified copy of Certificate of Business Registration / Valid Tax Documents (TIN/VAT).
2. Original Cash Paid Receipt (Paid at District Secretariat under Revenue Code 2003.02.99 or deposited at Bank of Ceylon Ampara Branch, Account No: 7042024 — Fee: Rs. 1,000.00 per category).
3. Photocopies of CIDA Registration Details & Renewal Pages (C-Grade Marked Page is Mandatory for Construction Contractors).
4. Food Business Registration Certificate, Trade License & PHI Hygiene Report (Mandatory for Food & Catering under G-25 / S-11).

Special Conditions & Instructions:

- Payment & Codes: Rs. 1,000.00 per category/sub-category must be paid and clearly mentioned in the paying-in voucher.
- Envelope Marking: Top left corner must be marked: 'REGISTRATION OF SUPPLIERS FOR THE YEAR 2027 (Category Code: .....)'.
- Submission: Deliver under Registered Cover or hand-deliver to the Tender Box, District Secretariat, Ampara on or before December 15, 2026.
- Inquiries: General Lines: 063-2222233 / 063-2222234 | Accounts Unit: 063-2224458 | Admin Fax: 063-2222236

I/We hereby certify that the information furnished above is true and correct, and agree to abide by all terms and conditions for the Registration of Suppliers/Contractors/Service Providers for the year 2027.

Date: ..... / ..... / 2026

_____

Signature and Official Seal of Applicant