

Registration of Suppliers and Contractors – 2024

District Secretariat – Moneragala

For the year 2024, Moneragala District Secretariat and 11 Divisional Secretariats (Moneragala, Medagama, Bibile, Madulla, Badalkumbura, Buttala, Wellawaya, Kataragama, Siyambalanduwa, Thanamalwila, Sevanagala) Application Forms by manufacturers, service providers, agencies, distributors, businessmen, suppliers and contractors interested in registering To be called

<u>Code number</u>	<u>Description of supplies</u>
G - 01	Stationery and consumer goods. (Pan, Pencil, Photo Paper, CD, DVD, Pen drives and others)
G – 02	Computer related stationery. (Toner, ink, master roll and computer paper)
G – 03	Photocopiers, roots machines, computers, fax machines, Finger Print machines, computer software and hardware, computer printers and networking devices.
G – 04	Spare parts and accessories for all types of vehicles.
G – 05	Tires and tubes for all types of vehicles.
G – 06	Batteries for all types of vehicles.
G – 07	Curtain fittings and carpeting for offices.
G – 08	All kinds of building materials and their accessories.
G – 09	Tools for office, quarters and Circuit bungalows (steel tables, tables made of plastic or wood, chairs, wardrobes, Fans, Filters, file shelves and electronic equipment's etc.)
G – 10	Air conditioners and their spare parts.
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	Agrochemicals and Fertilizer (Insecticides, Herbicides, Chemical Fertilizer, Organic Fertilizer)
G – 18	Agricultural equipments (weeding machines, water motors)

- G – 19 Supply of vegetable and fruit plants, afforestation related plants, minor export crop plants and seeds.
- G – 20 Livestock Animals (Goat, Cattle, Poultry, etc.)
- G – 21 Bee Colonies And related equipment for beekeeping.
- G – 22 Freshwater Aquaculture.
- G – 23 Supply of medicines, medical equipment and disinfectants.
- G – 24 Fishing tackle and gear.

<u>Code number</u>	<u>Description of the Service</u>
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	Computer networking and maintenance of such systems And 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	Installing car cushions, carpets, tinted, canopies and spare parts.
S – 12	Renting of buses, vans, lorries and backhoes on a rented basis.
S – 13	Digital printing, banners, book binding, rubber stamping, day seals, blocks, office boards, office identity cards, various statues and plaques and all printing.
S – 14	Providing of temporary exhibition booths, canopies, festive decorations and amusement machines and generators for rent.
S – 15	modernization and maintenance of internal electrical systems.
S – 16	Fire protection systems update, maintaining and install.
S – 17	Supplying and maintaining Sola Panel Systems.

S – 18 Repairing Water Filters.

<u>Code number</u>	<u>Description of work</u>
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.
W – 04	All welding and aluminum works.

Qualifications required register as a provider or contractor.

01. Business registration and submission of a business registration copy is compulsory. (Registration certificate for each individual business and if it is a company, company registration certificate according to company registration Act.)
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 business registration certificate and a copy of the business registration with the application.
03. The supplier must have the necessary facilities to transport the items that we ordered to the places we inform.
04. When provide suppliers and services it should be comply with the financial regulations, conditions imposed by District and Divisional Secretariats and terms of circulars and instructions issued by government from time to time.
05. When provide services, loan facilities should provide by the supplier at least 60 days in the process of supply.

Registration fees and administrative expenses.

01. Each contractor and supplier should deposit RS: 1000.00 for each item that is expected to be reregistered. This amount can be paid to any Shroff of Divisional Secretariats which is located in Monaragala district and this amount is not refundable. First copy of the receipt should be attached and enclosed with then application.
02. It is compulsory to send the first copy of the receipt and better to keep a copy of it. Except receipt that is received from the shroff, other receipt, cheque, money orders or stamps are not accepted. This amount is not refunded.

Terms to register as a Supplier or Contractor.

01. Average purchases will be made in the year 2024 for registered suppliers while quoted prices should be kept stable within a year (12 months) And Normally, bids are called

from the registered suppliers while the office is entitled to obtain goods and services externally if necessary.

02. The secretary of Monaragala district secretariat has the right to reject suppliers and contractors without informing any reason.
03. The suppliers who fail to adduce bids 03 times, supply goods and services according to specified standards and who fail to supply stock in time can be canceled without any notification.
04. Payments will be made after confirming that good and services have relevant specification.
05. In Providing Services under the code numbers S-08 up to S-11 code numbers,
 - There Should be a Sufficient number of employees
 - There Should be a Sufficient Machinery for That Work
 - Should be able to Supply Standardized Spare Parts
 - Vehicles Should have adequate cover facilities to ensure Safety
 - Priority should be given to Government Vehicles
06. When Registering under the code number S-05, Should be Submitted the Report of H-800 that issuing From Medical Office of Health (MOH)

Applying Order

01. Application forms can be obtained through the official website of District Secretariat (www.monaragala.dist.gov.lk) while the applications must be clearly completed by the applicant.
02. For all the items that are registered by the suppliers must be paid at once. Applications could be sent to the Day of 2023.12.15 or earlier “District Secretary, District Secretariat, Monaragala” by register post or could be handed over to the account section of District Secretariat. The top of the left hand corner of the envelope should clearly mention the “Registration of suppliers for the year 2024
03. Applications should be sent according to the standard format and inaccuracy; incomplete applications will be canceled without any notification. No complaint will be considered regarding delay or loss in the post. It may helpful to keep a photocopy of the application and the receipt.
04. For more details please contact 055 – 2276067

2023.11.

R.M. Pasan S.B Rathnayake,
Government Agent / District Secretary,
Moneragala Administrative District.