

**Ministry of Industry & Commerce, Resettlement of Protracted  
Displaced Persons and Co-operative Development**  
**REGISTRATION OF SUPPLIERS**

Applications are called from the suppliers who wish to supply of following goods and services to the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development for this year.

**A. Purchase of goods**

**1. Office stationery**

- 1.1. Pens
- 1.2. Pencils
- 1.3. Envelopes
- 1.4. Staplers
- 1.5. Typewriting papers
- 1.6. Photocopy papers
- 1.7. Any type of office stationery

**2. Office equipment**

- 2.1 Calculators
- 2.2 Fax machines
- 2.3 Photocopiers
- 2.4 Multimedia Media Projectors / Screens
- 2.5 Loudspeaker systems
- 2.6 Cutting machines (paper)
- 2.7 Fingerprinting machines
- 2.8 Any type of office equipment

**3. Computers, computer printers and accessories**

- 3.1. Computer hardware / hardware and related items
- 3.2. Computers
- 3.3. Laptops / Notebooks / I Pads
- 3.4. Printers
- 3.5. Scanners
- 3.6. U. P. S.
- 3.7. Data communication devices and equipment
- 3.8. Security Solutions (Virus Guard)
- 3.9. Operating systems
- 3.10. Purchase of computer software
- 3.11. Any type of computer accessories and hardware

**4. furniture**

- 4.1 Wooden furniture

- 4.2 Steel Goods
- 4.3 Aluminum articles
- 4.4 Any type of furniture

**5. Machinery**

- 5.1. Generators
- 5.2. Vacuum cleaners
- 5.3. Equipment such as polishers
- 5.4. Air conditioners
- 5.5. High Pressure Washers
- 5.6. Grass cutters
- 5.7. Solar system
- 5.8. Solar Heaters
- 5.9. Air Curtains
- 5.10. Blowers related devices
- 5.11. Any kind of machinery

**6. Audio-Visual Equipment**

- 6.1. Cameras and accessories
- 1.2. Video camera and accessories
- 1.3. Televisions / TV rackets
- 1.4. Radio Cassettes
- 1.5. CCTV cameras and accessories
- 1.6. Sound Recording Machines
- 1.7. Mikes
- 1.8. Any type of audio-visual equipment

**7. Electrical appliances, homeappliances and parts**

- 7.1. Refrigerators
- 7.2. Fans
- 7.3. Any type of household goods and accessories

**8. Communication equipment and tools**

- 8.1. mobile phones
- 8.2. CDMA phones
- 8.3. Dongles
- 8.4. TV connections
- 8.5. Network systems, network devices and tools
- 8.6. PABX and related equipment
- 8.7. Telephone and data connections
- 8.8. Any type of communication equipment and tools

**9. Accessories for Printers / Photocopiers / Fax Machines / Cameras**

- 9.1. Ribbons

- 9.2. Toners
- 9.3. Cartridges
- 9.4. Accessories for any kind of printer / photocopy machine / fax machine / camera

#### **10. Printing and related services**

- 10.1. Date seals, rubber seals, plastic name boards
- 10.2. Banners, flags and stalls
- 10.3. Office Identity Cards
- 10.4. Publications and books
- 10.5. Photo printing, editing, album clips and photo framing
- 10.6. Printing and book binding

#### **11. Building Materials**

- 11.1. Pipes and accessories (PVC and other metal goods)
- 11.2. Aluminum scraps (Construction, Innovation and Inner Distribution)
- 11.3. Wires, switches and other electrical circuits
- 11.4. Wood / planks / plywood
- 11.5. Any type of building materials

#### **12. Vehicles and spare parts**

- 12.1. Motor vehicles, motorcycles
- 12.2. Tractors, bowsers and others
- 12.3. Tires, tubes and batteries for vehicles
- 12.4. Spare parts for any type of vehicle

#### **13. Technical equipment**

- 13.1. Keys, pliers, hammers, etc.
- 13.2. Paints and related materials
- 13.3. Glass and related materials

#### **19. Consultancy and design services for advertising**

#### **20. Purchase of special security equipment for the security sector**

#### **21. Pest- control services**

#### **22. Interior services (carpet laying, curtain fitting / interior decoration, etc.)**

#### **23. Supplying of security uniforms and accessories (cloth material, tailoring, ties, tie pins)**

#### **24. Cleaning services**

#### **25. Security services**

#### **26. Other**

### **C. Special**

Since Regional Offices belong to this Ministry are located in Kandy, Thambalagamuwa, Galle, Anuradhapura, Kurunegala, Ratnapura, Badulla, Vavuniya, Batticaloa and Ampara, the measures will be taken to register the suppliers within the respective areas.

### **B. Obtaining of services**

#### **14. Vehicle related services**

##### **14.1. Vehicle services**

- 14.2. AC Services
- 14.3. Auto electrical repairs
- 14.4. Auto mechanical repairs
- 14.5. Vehicle cushioning and carpeting
- 14.6. Repairs and painting of **-corroded** parts
- 14.7. Supply of Vehicles on Rent / Lease basis

#### **15. Construction-related services**

- 15.1. Building construction services
- 15.2. Building renovation and maintenance services

#### **16. Technical services**

- 16.1. Electric, Plumbing, Welding, Carpentry, Masonry and Aluminum Related Services
- 16.2. Construction Based Services

#### **17. (Event Management/ Event Planning)**

- 17.1. Event Management / Event Planning
- 17.2. Flower making / Flower decoration
- 17.3. Supply of ceremonial items (huts, catering equipment, **marquee**, chairs)
- 17.4. Catering Services (Food, Beverage)

#### **18. Computer Network Services**

- 1.1. Hardware, Software Maintenance Service
- 1.2. Preventive Measures for Data base
- 1.3. Network services
- 1.4. Web site design services

#### **D. Terms and Conditions**

- 1) The Procurement Authority reserves the right to call for quotations from other sources too at any time.
- 2) The registration of supplier who fails to submit quotations when called for, or who fails to supply goods or provide services on time, or not in conformity with the stipulated specifications, etc. will be cancelled without prior notice.
- 3) It should be mentioned on the topleft-handcorner of the envelope containing the application as "Registration of Suppliers - 2019". “
- 4) If the supplier requires to register to supply many goods and services (more than one), it is necessary to mention clearly in the application form separately.
  
- 5) The necessary documents for the suppliers, expect to supply the above goods and services to this office for the year 2019, should be obtained from the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development or can be downloaded from [www.industry.gov.lk](http://www.industry.gov.lk).
- 6) Completed Applications should be sent under registered post to the following address before 3.00pm on 28th February 2019.
- 7) Advance Payments for goods and services are not paid and payments are made after supplying goods or services within 30 days. However, this time period is not applicable to constructions and contracts.
- 8) The relevant applicant should have telephone or other communication facilities.
- 9) A copy of the Business Registration Certificate should be attached along with the application in registration.
- 10) The applicants, applied for many goods and services, are registered only for the items listed in the Business Registration Certificate.
- 11) Proofs must be provided regarding the human resources and material resources required for the supply of goods and services efficiently.
- 12) A copy of the Annual Financial Statement and documents to prove their training and experience should be submitted by the institutes and individuals
  
- 13) Priority will be given to institutions that have relevant field experience over 05 years.
- 14) Priority will be given for the institutions closure to office in obtaining repairs and services for vehicles.
- 15) Applicants who have not fulfilled the above qualifications will not be registered as suppliers for goods and services of the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development for this year.
- 16) For further Details  
T.P - 011-2327069  
011-2347392

Chairman  
Procurement Committee  
Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons  
and Co-operative Development  
No. 73/1, Galle Road,  
Colombo 03