



CHIEF SECRETARY'S OFFICE

NORTH WESTERN PROVINCIAL COUNCIL

REGISTRATION OF SUPPLIERS – 2023

Applications are invited until 2.00 p.m. on 30th November 2022 from qualified suppliers for the supply of goods and services mentioned below, for the Ministries, Departments and other institutions of the Provincial Council for the year 2023.

<u>SUPPLIES</u>	<u>SERVICES</u>
1. Printers , Photocopiers and Fax Machines	1. Motor Vehicle Repairs
2. Duplicating Machines	2. Servicing Of Motor Vehicle
3. Computers , Accessories and software	3. Duplicating Machines and Photocopier Repairs
4. Office Equipment (steel)	4. Computer Repairs
5. Office Equipment (Wooden)	5. Electricity Repairs
6. Office Equipment (M.D.F /Melamine / Plastic)	6. Repairs of Water Supplies (Plumbing)
7. Air Conditioners (Buildings)	7. Air Conditioner Repairs (Buildings)
8. Office stationery	8. Repairs Of Vehicles Air Conditioners
9. Tires ,Tubes, Batteries and Spare Parts for Motor Vehicles	9. Repairs Of Vehicles Electrical Equipments
10. Electrical Equipments	10.Retaining Office Chairs (Weaving)
11. Rubbers Seals and Name Boards	11.Printing and Book Binding
12. Computer Stationery , Toners and Ribbons	12.Cleaning Services
13. Vehicle Air Conditioner Equipments	13.Landscaping and Floral Décor
14. Vehicle Electronic Equipments	14.Arranging Window Curtains
15. Sports Equipments	15.Repairs of Swimming Pools
16. Chemicals for Swimming Pools	16.Repairs of Body Building Equipments
17. Body Building Equipments	17.Hospital Janitorial Services
18. Sports Wear and Shoes for Sportsmen	18.Supply Of Security Services
19. Medical Equipments	19.Supply of Food and Beverage and Conducting Canteens
20. Medical Furniture Equipments	20.Supply of vehicles on rent
21. Medicines	
22. Ayurvedic Dry Medicines	
23. Supply Of Food for Hospitals	
24. Chemicals For Cleaning Purpose	
25. Musical Instruments	
26. Agricultural Equipments and Machinery	
27. Seeds and Planting material ,Fertilizers and Agricultural Chemicals	
28. Veterinary Medicines	
29. Animal Foods	
30. Veterinary Medical Equipments	
31. Building Maintenance Equipments (Bulbs , Plumbing Equipments etc)	

02. Applicants who seek registration for more than one item should submit separate applications for each item. Also Applications should be submitted together with a receipt obtained by paying non refundable fee of Rs.1000.00 issued by the shroff of the Financial Management Unit, Chief Secretary's Office, Kurunegala. Those who register for supply more than one item should pay an additional sum of Rs.500.00 for each item. If it is impossible to visit the chief Secretary's office for payment of non-refundable fee, the applicant may submit the application with a money order written in favour of "**Chief Secretary, North Western Provincial Council**" (Cheques will not be accepted) Specific form of application for this purpose will not be issued and the applicants themselves should prepare the applications including the following particulars. (A model of form of application is published on the website www.cs.nw.gov.lk)

1. Supplier's Name and Address
2. Telephone No: /Fax No./ e-mail
3. Item No. and category of the supply / Service applied for Registration
4. Certificate No. of the Business Registration
(A Photocopy should be attached)
5. Ability to transport the purchased goods
6. Description of Supply/Service for expected registration.
(At least minimum 02 year's details of experiences regarding supply / services)
7. Whether the supplier agrees to supply goods / services on credit basis of settling dues by cheques within 30 days.

03. Those who can make Supplies / Services under the condition of No vii above i.e. 30 days credit, should apply for registration. Quotations will be called only from the registered list of suppliers. Nevertheless the chief Secretary reserves the right to call for quotations from other suppliers as well in addition to registered suppliers when it is deemed that open competitive bidding is the most appropriate method. The Chief Secretary also reserves the right to reject (iv to vii of above qualifications) unqualified applications

04. Quotations will not be called again from the suppliers those who fail to submit quotations consecutively for two times or fail to effect delivery of goods and services on due date.

05. All applications should be sent by registered post to reach the Chief Secretary, North Western Province, Finance Management Division, Chief Secretary's Office, Kurunegala on or before 2.00 p.m. on 30th November 2022. The words "**Registration of Suppliers 2023**" should be written on the left hand upper corner of the envelope.

P.B.M.Sirisena,
Chief Secretary,
North Western Province.

