



## REGISTRATION OF SUPPLIERS FOR YEAR - 2021

Applications are invited from reputed suppliers /contractors/service providers and professionals who wish to register themselves with the Regional Development Bank for the procurement of goods/works/services and consultancy services for the year 2021.

### CATEGORIES

#### 01. MACHINES AND OFFICE EQUIPMENTS / BUILDING AND FITTING

- 1.1 Air Conditioners
- 1.2 Monopole and Pylon

#### 02. PRINTING MATERIALS

- 2.1 All types of Envelopes
- 2.2 Forms, Registers and Books
- 2.3 All types of promotional leaflets
- 2.4 Savings Pass Books and Plastic covers
- 2.5 Security Printing (FD Receipts and ATM Cards)

#### 03. SUNDRY ITEMS

- 3.1 All types of Stationery
- 3.2 Printing Ribbons, Cartridges and Toners
- 3.3 Computer Consumables (Black light Sign sheet, Pin Mailers, Carbanaside and Continues Thermal Papers)

#### 04. CONTRACT

- 4.1 Building Construction Works
- 4.2 Aluminum works & Finishes (A&F) Interior Improvement

#### 05. CONSULTANCY SERVICES

- 5.1 Electro Mechanical Engineering (Air Conditioning, Wiring, Generators, Lift and escalators and other)

#### 06. NON CONSULTANCY SERVICES

- 6.1 Repair of Motor Vehicles
  - 6.1.1 Mechanical Repairs
  - 6.1.2 Electrical Repairs
  - 6.1.3 Tinkering & Spray Painting
- 6.2 Vehicles Maintenance & Services

### Please Note:-

Applicants who are capable of providing goods, works and services either within specific areas (**other than Colombo**) or regional-wise should indicate in detail their location / branch network and facilities available in the locality/islandwide.

Should have submitted Valid CIDA or NCASL registration/Business registration.

For Consultancy Services relevant personnel should have three years' experience after obtaining charter qualification.

### Terms & Conditions

#### Applications Should Conform to the Following Conditions.

01. Applicants must be registered in Sri Lanka, preferably with Telephone, Fax and E mail at the Registered Office of Business.(a CERTIFIED COPY of Business Registration is to be annexed).
02. Valid CIDA(Formerly ICTAD Registration) or NCASL (National Construction Association of Sri Lanka) Registration for Building Contractors / Business Registration.
03. Applicants should produce proof of having the Capacity to effect supplies of relevant items and also submit evidence of having satisfactorily executed orders for similar supplies, works and services for major government departments, statutory bodies and reputed private sector institutions for last 3 years.
04. The Prospective Suppliers applying for repairing items such as machinery and equipment should have workshop facilities of their own to effect repairs, whenever necessary.
05. Applicants should show proof of having financial and other resources to execute orders of high value exceeding Rs. 500 000/= per order. Interested Applicants are also requested to annex photocopies of certified audited financial statements for the last three years (Year 2017, 2018 & 2019) in Order to prove your financial capability to execute such Orders.
06. **Applications should be made on prescribed forms obtainable from our web site [www.rdb.lk](http://www.rdb.lk) Applicants who do not use bank prescribed format will be rejected without any notice.**
07. Applicants who wish to register must pay non refundable Rs.1,000/= per each main group ( There are 06 main groups and Registration Fee for each main group is to be paid separately) as registration fee when submitting their duly filled application.

08. Perfected applications for Registration of Suppliers for the year 2021 should be handed over to Head of HRD & Administration, Regional Development Bank, No: 933, Kandy Rd, Wedamulla, Kelaniya or Central, North Central, Eastern, Uva, North Western, Sabaragamuwa, Western and Southern Province Offices **on or before 05th-January 2021.**
  09. The words **REGISTRATION OF SUPPLIERS FOR YEAR 2021** and the Group & sub group numbers should be clearly marked on the top left hand corner of the envelope.
  10. All the applicants should indicate their VAT registration number, if not registered, they should attached the copy of the letter from the Commissioner of Inland Revenue certifying that their company has been exempted from VAT.
  11. Application form sets not accompanying copy of the Business Registration Certificate, Audited Financial Statements for last 03 years if applicable, evidence of having satisfactorily executed orders of similar supplies (copy of the purchase orders or contracts)etc, will be rejected without notification and will not be registered.
  12. Paying Rs.1,000/= and submitting the documents does not mean that you have been registered with Regional Development Bank.
  13. A member of staff or spouse and children of employees of the Bank are applicants or Proprietors/Partners/ Directors of Applicant Companies such Applicants are not eligible for Registration.
  14. Quotations will normally be called from the list of registered suppliers. However, the Bank reserves the right to obtain offers and make purchase from other Suppliers even outside the list of registered suppliers, if necessary.
  15. Bank reserves the right to register only the applicants whose completed applications are found to be satisfactory on evaluation of each application at the sole discretion of the Bank Authorities.
- For any Further Clarification please contact Manager (Administration) of the bank on Telephone Number 0112035454

**Head Of HRD & Administration**  
**Regional Development Bank**  
933, Kandy Rd,  
Wedamulla, Kelaniya.

**Tele Nos. 011 2035470/011 2035454**  
**Fax No. 011 2906883**