



REGISTRATION OF SUPPLIERS FOR YEAR - 2026

Applications are invited from reputed suppliers /contractors/service providers who wish to register themselves with the Pradeshiya Sanwardana Bank for the supplies of goods/works and services for the year 2026

CATEGORIES

01. MACHINES, OFFICE EQUIPMENT AND BUILDING FITTINGS

- 1.1 Air Conditioners
- 1.2 Pawning electronic weighing scale / Density meter
- 1.3 Note counting machines
- 1.4 CCTV camera and other related equipment
- 1.5 Pass Book printer / Dot matrix printers

02. MARKETING AND MARKETING RELATED MATERIAL

- 1.1 Name Board Monopole and Pylon
- 1.2 Branch Branding
- 1.3 Digital Flex and Sticker Printing (District, Province and National level)

03. MATERIALS PRINTING

- 3.1 All types of Envelopes
- 3.2 Forms, Registers and Books
- 3.3 All types of promotional leaflets
- 3.4 Pass Books
- 3.5 Security Printing (FD Receipts, Savings Vouchers, Gift Vouchers and PIN Mailers)
- 3.6 Computer Sheet (Continuous Sheet)

04. SUNDRY ITEMS (District, Province and National level)

- 4.1 All types of Stationery and Sundry Items
- 4.2 Printing Ribbons, Cartridges and Toners
- 4.3 Computer Consumables (Black light Signature transfer sheet, Carbonized and Thermal Papers (ATM, CDM, Palm Top)
- 4.4 Plastic Cover (Pass Book cover and ATM card cover)

05. BUILDING AND CONTRACT

- 5.1 Building construction work
- 5.2 Aluminum work & Finishes(A&F)
- 5.3 Interior Improvement
- 5.4 Networking
- 5.5 Electrical Wiring

06. OTHER SERVICES (District, Province and National level)

- 6.1 Repairs to Motor Vehicles
 - 6.1.1 Mechanical Repairs
 - 6.1.2 Electrical Repairs
 - 6.1.3 Tinkering & Spray Painting
 - 6.1.4 AC Repairs for Motor Vehicles
- 6.2 Vehicle Maintenance & Services
- 6.3 Air Condition Maintenance,Repair and Services
- 6.4 CCTV Maintenance,Repair and Services
- 6.5 Surveillance System Maintenance, Repair and Services
- 6.6 Name Board and Monopole Repair
- 6.7 Generator Services Maintenance, Repair and Services
- 6.8 Computers, Printers, UPS and other computer equipment repairs

07. FURNITURE

- 7.1 All types of cupboards (Aluminum, wooden, steel)
- 7.2 Office chairs
- 7.3 Sofas
- 7.4 Office tables
- 7.5 Safes

08. GIFT ITEMS

- 8.1 Umbrellas
- 8.2 School & traveling bags
- 8.3 Tills
- 8.4 Bicycles
- 8.5 Book sets/ Customized Pens
- 8.6 Any other type of gift items

09. Tyres, Tubes & Batteries for vehicles

Terms & Conditions :

Applicants should conform with following Conditions/Requirements :

- 01. Applicants must be registered in Sri Lanka preferably with Telephone, Fax and E mail at the registered Office of Business. (a copy of Business Registration shall be annexed).
- 02. Contractors who wish to register for (5.4) Networking and (5.5) Electrical Wiring Should have 05 years' experience (2019,2020,2021,2022,2024) and should complete at least 05 Nos. contracts during last 03 years (The contract value of each contract should exceed LKR 500,000.00)
- 03. Contractors who wish to register above category 05 (5.1, 5.2, 5.3) should complete following requirements
 - 3.1 Business should be registered in Sri Lanka (Business registration should be attached with the application)
 - 3.2 Business should have CIDA registration (CIDA registration should be attached with the application)
 - 3.3 Minimum 5-years experience in the registered category
 - 3.4 Average annual contract amount must be over 15 Mn for following three years (job completion reports should be attached) (2022/2024)
- 04. Proof of having Capacity for supplies of relevant items and submit evidence of having satisfactorily executed orders for similar supply works and services for major government departments, statutory bodies and reputed Private Sector Institutions within last 3 years for other categories.
- 05. Minimum 05-years experience is required for the category no 6.3, 6.4, 6.5 and 6.7. (Evidence should be attached)
- 06. The Prospective suppliers applying for repairing items such as machinery and equipment should have workshop facilities of their own to effect repairs, whenever necessary.
- 07. **Applications are available at the bankweb site www.rdb.lk. Applicants who do not use bank prescribed format will be rejected without any notice.**
- 08. Applicants who wish to register shall pay non-refundable fee of Rs.5,000.00 per each main group (There are 09 main groups and Registration Fee for each main group is to be paid severally) as registration fee when submitting their duly filled application.
- 09. Applications for Registration of Suppliers for the year 2026 shall be sent to Chief Manager, Pradeshiya Sanwardana Bank, No: 933 Kandy Rd, Wedamulla, Kelaniya or Central, North Central, Eastern, Uva, North Western, Sabaragamuwa, Western and Southern Province Offices on **or before 18th November 2025.**
- 10. The words, "**REGISTRATION OF SUPPLIERS FOR YEAR - 2026**" and the group & sub group numbers should be clearly mentioned on the top left-hand corner of the envelope.
- 11. Application form sets not accompanying copies of the Business Registration Certificate, evidence of having satisfactorily expected orders of similar supplies (copy of the purchase orders or contracts agreements etc.), will be rejected without notification and will not be registered.
- 12. A member of Board Directors, 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.
- 13. Names of those who fail to quote promptly for consecutive three (3) occasions when required or fail to deliver goods and services on time or who supply substandard goods, services, repairs and maintenance will be expunged from the "Supplier Registration".
- 14. 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.
- 15. For any further Clarification, please contact Deputy Manager (Procurement) of the Bank on Telephone Number **0112035454**.

Chief Manager - Procurement
Pradeshiya Sanwardana Bank
933, Kandy Rd.,
Wedamulla,
Kelaniya.
Tele No. 011 2035454