



REGISTRATION OF SUPPLIERS FOR YEAR - 2023

Applications are invited from reputed suppliers /contractors/service providers and professionals who wish to register themselves with the Pradeshiya Sanwardana Bank for the supply of goods/works and services for the year 2023.

CATEGORIES

01. MACHINES, OFFICE EQUIPMENT AND BUILDING FITTINGS

- 1.1 Air Conditioners
- 1.2 CCTV System
- 1.3 Security Alarm System

02. MARKETING AND MARKETING RELATED MATERIALS

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

03. PRINTING MATERIALS

- 3.1 All types of Envelopes
- 3.2 Forms, Registers and Books
- 3.3 All types of promotional leaflets
- 3.4 Savings Passbooks
- 3.5 Security Printing (FD Receipts and PIN Mailers)
- 3.6 Computer Sheets (Continue 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 transfersheets, Carbonized and Thermal Papers (ATM, CDM, Palm Top)
- 4.4 Plastic Cover (Passbook cover and ATM Card Cover)
- 4.5 Pest Management
- 4.6 Supply of Bottled Drinking Water (19L or other)

05. BUILDING AND CONTRACTS

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

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

- 6.1 Repair the Motor Vehicles
 - 6.1.1 Mechanical Repairs
 - 6.1.2 Electrical Repairs
 - 6.1.3 Tinkering & Spray Painting
- 6.2 Vehicles Maintenance & Services
- 6.3 Air Condition Maintenance and Services
- 6.4 CCTV Maintenance and Services
- 6.5 Surveillance System Repair
- 6.6 Name Board and Monopole Repair

Please Note:-

Should have submitted valid CIDA or NCASL registration/Business Registration for relevant field and validity period of registration for minimum last 3 years.

TERMS & CONDITIONS

Applicants Should conform with Following Conditions / Requirement.

01. Applicants must be registered in Sri Lanka preferably with Telephone, Fax and Email at the registered Office of Business. (a copy of Business Registration shall be annexed).
02. Contractor must have valid CIDA or NCASL registration.
03. National level applicants should produce proof of having capacity to supplying 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 during last 3 years.
04. 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 shall have proof for financial and other resources to execute orders of high value exceeding Rs. 500,000/= at a time per order. Interested applicants are also requested to submit photocopies of certified audited financial statements for the last three years (Year 2019, 2020 & 2021) in order to prove your financial capability to execute such orders.
06. **Applications is available at the Bank web site www.rdb.lk Applicants who do not use bank prescribed format will be rejected without any notice.**
07. Applicants who wish to register shall pay a non-refundable fee of Rs. 1,000/= (SSCL and VAT) per each main group (There are 06 main groups and Registration Fee for each main group is to be paid severally.) as registration fee when submitting their duly filled application.
08. Duly completed applications for Registration of Suppliers for the year 2023 shall be sent over to Chief Human Resource Officer, Pradeshiya Sanwardana Bank, No: 933 Kandy Rd, Wedamulla, Kelaniya or Central, North Central, Eastern, Uva, North Western, Sabaragamuwa, Western and Southern North Offices on **or before 28.11.2022.**
09. The words **REGISTRATION OF SUPPLIERS FOR YEAR 2023** and the Group & sub group members should be clearly marked on the top left-hand corner of the envelope.
10. Application form sets not accompanying copy of the Business Registration Certificate, Audited Financial Statements (if applicable) 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.
11. 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.
12. 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. If applicant is not qualified for registration, bank will inform it by letter.

For any Further Clarification please contact Manager (Procurement) of the bank on Telephone Number 0112035454

Chief Human Resource Officer

Pradeshiya Sanwardana Bank

933 Kandy Rd, Wedamulla,

Kelaniya.

Tele Nos. 011 2035470/011 2035454

Fax No. 011 2906883