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REGISTRATION OF SUPPLIERS FOR YEAR ~ 2025

Applications are invited from reputed suppliers /contractors/service providers and Consolation who wish to register themselves with the Pradeshiya Sanwardana Bank for the supplies of goods/works and services for the year 2025.

CATEGORIES

01. MACHINES, OFFICE EQUIPMENTS AND BUILDING FITTING

- 1.1 Air Conditioners
- 1.2 CCTV System
- 1.3 Security Alarm System
- 1.4 Duplicating/Shredding
- 1.5 Pawning electronic weighing scale / Density meter
- 1.6 Note counting machines
- 1.7 CCTV camera and other related equipment
- 1.8 Pass Book printer / Dot matrix printers

02. MARKETING AND MARKETING RELATED MATIREAL

- 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 type of promotional leaflets
- 3.4 Pass Books
- 3.5 Security Printing (FD Receipts, Savings Vouchers, Gift Voucher and PIN Mailers)
- 3.6 Computer Sheet (Continue Sheet)

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

- 4.1 All types of Stationeries 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. BULDING 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 Repair the Motor Vehicles
 - 6.1.1 Mechanical Repairs
 - 6.1.2 Electrical Repairs
 - 6.1.3 Tinkering & Spray Painting
 - 6.1.4 AC Repair for Motor Vehicle
- 6.2 Vehicles 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 repair

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 confirm 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. Contractor who like to register for Electrical Wiring Should have registration for EM category under CIDA registration.
- 03. Contractor who like to register above category 05 (5.1, 5.2, 5.3) should complete following requirement
 - 3.1 Business should be registered in Sri Lanka (Business registration should be attach with the application)
 - 3.2 Business should have CIDA registration (CIDA registration should be attach with the application)
 - 3.3 Minimum 5-year experience for the registered category
 - 3.4 average annual contract amount must be over 15Mn for following two years (job completion reports should be attached) (2022/2023)
- 04. Proof of having Capacity to 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 Institution last 3 years for other categories

05. Minimum 05-year experience should require for the category no 6.3, 6.4, 6.5 and 6.7. (Evidence should be attaché)
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 is available at the bank web site www.rdb.lk Applicants who did not used bank prescribed format shall rejected without any notice.**
08. Applicants who wish to register shall pay nonrefundable 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. Duly applications for Registration of Suppliers for the year 2024 shall be send to Chief Human Recourse Officer, 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 20th 01.2025.**
10. The words **REGISTRATION OF SUPPLIERS FOR YEAR 2025** and the Group & sub group numbers should be clearly mention on the top left hand corner of the envelope.
11. Application form sets not accompanying copy 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. If applicant not qualified the registration, bank will inform it by letter.

For any Further Clarification please contact Manager (Procurement) of the bank on Telephone Number 011 2035454

Assistant General Manager – Engineering and Administration
Pradeshiya Sanwardana Bank
933 Kandy Rd,
Wedamulla,
Kelaniya.
Tele No. 011 2035470/011 2035454