



VAVUNIYA NORTH PRADESHIYA SABHA.

Registration of Suppliers and Service Providers for the year of 2025

Vavuniya North Pradeshiya Sabha here by invites application from reputed suppliers and Service providers for the supply of goods, services and civil works to Vavuniya North Pradeshiya Sabha for the year of 2025.

Here the general condition, instructions, Check List and application are given below. Please read all the instruction carefully and fill the application. The applicant should send the Check List and required document with the application form before the Closing Date.

General Conditions

1. Document to be furnished with the application
 - a. Certified copy of Business Registration
 - b. Certified copy of trade License Issued by Local Authorities (2024 year)
 - c. Certified copy of Company Registration
 - d. If catering service copy of certificate obtained from area PHI/MOH.
 - e. Experience on the relevant trade and customer list.
 - f. Certified copy of ICTA/CIDA
2. The registration of suppliers and contractors will be valid only for the year 2025. Quotation will normally be invited from the list of registered suppliers and contractors. However, the purchaser reserves the right to invite quotations from any other source.
3. Registration will be subject to assessment and if found details given are false, the application will be rejected.
4. The Vavuniya North Pradeshiya Sabha reserves the right to accept or reject any application received for registration without indicating any reasons.
5. Registered suppliers/ contractors who fail to quote promptly when requested or fail to make or not responding to quote, deliver/ complete work in time, in conformity with the samples/ conditions will be liable to be written off from the register of registered suppliers/ contractor without any prior notice and not considered in future and will be included in defaulters list.
6. The suppliers shall be registered only for related items of goods and services for which the business registration is made.
7. Registered societies can undertake works only under direct contracting method to the value not exceeding Rs.2,000,000 (Rs. Two Million) in accordance with Public Finance Circular No: 01/2012.
8. The garages/ service stations to be registered for repairs/ maintenance of vehicle should be equipped with all basic requirements. Description of available facilities and details of skilled workmen to be submitted along with the application.

9. The suppliers will not be paid cash advances.

10. Non Refundable Fee of Rs 1000/= be deposit at Bank Draft in the name of Vavuniya North Pradeshiya Sabha, Nedunkerny, (Bank Account No 2364201) at any Bank Of Ceylon Branches or paid by cash at Vavuniya North Pradeshiya Sabha from 9.00 A.M to 3.00P.M on working days. This Bank Draft /Deposit slip should be attached along with the perfected application and necessary documents.

11. Duly Perfected application should be forwarded to the Secretary, Vavuniya North Pradeshiya Sabha, Nedunkerny on or before 05th December 2024 all application should be sent under registered cover clearly marked "REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR 2025" on the top left hand Corner of the envelope.

12. For further clarification do not hesitate to contact Secretary, Vavuniya North Pradeshiya Sabha, Nedunkerny. Office over the telephone 024-2030200, 024-2053014

S.Manivannan,
Secretary,
Vavuniya North Pradeshiya Sabha,
Nedunkerny.

Part - I

Items No.	GOODS - Description
G-1	Office Furniture
G-2	Office Equipment
G-3	Stationary & Office Requisition
G-4	Building Materials
G-5	Building Partition & Decorations
G-6	Electrical Accessories and Fittings
G-7	Computers and Accessories
G-8	Electrical Instruments
G-9	Motor Vehicle Spares, Tire Tube and Battery Items
G-10	Miscellaneous & House Hold Item
G-11	Sport Materials
G-12	Agricultural Inputs Equipment
G-13	Refreshment/ Cooked meals/ Bottled Drinking Water.

Part – II

Item No.	SERVICES -Description
S-1	Printing of letter heads books & publications, poster, banners, key tapping name boards/ signboard, letter printing, book binding, block making, rubber & date stamps
S-2	Repairs of office furniture
S-3	Repairs and service of photocopiers, type writers, duplicators and other office electrical equipment
S-4	Repairs and service of computers, Electrical repairs including wiring
s-5	Repairs & service of air conditioners, Electrical repairs including wiring
S-6	Provision of security services
S-7	Provision of Cleaning services
S-8	Vehicle Repairs-Repairs of mechanical electrical circuits, Tinkering and painting, repairs of diesel and petrol vehicles etc.
S-9	Vehicle Servicing, Wheel alignment and wheel balancing etc.
S-10	Hire of vehicle including construction machineries on rent or lease.
S-11	Miscellaneous Service-catering service/supply of cooked meals, short eats, with Lodging Facilities, Training, seminar, and conference hall facilities.

Check List For The Registration Of Suppliers And Service Providers For
The Year Of 2024

NO	DESCRIPTION	YES	NO
01	Certified copy of Business Registration *		
02	Certified copy of trade License Issued by Local Authorities(2024 year) *		
03	Certified copy of Company Registration		
04	If catering service copy of certificate obtained from area PHI/MOH.		
05	Experience on the relevant trade and customer list. *		
06	Certified copy of VAT registration. *		

*Compulsory.



**Application for the Registration of Suppliers and Service providers for the
year of 2025
Vavuniya North Pradeshiya Sabha.**

1. Business name :
2. Business address:
3. Name of contact person:
4. Telephone no :
5. Fax No :
6. Business Registration No.(copy to be annexed) :
7. Nature of the Business :
8. Items of good Service to be registered :

S.No	Item No.	Goods/ Service Description

1. Name of the Bankers :
2. Period of credit facilities:
3. VAT registration no.(If any) :
4. Any other details:

I certify that all the details furnished by me correct and confirm to effect supplies / service in conformity with the conditions prescribed by the Vavuniya North Pradeshiya Sabha. Payment is paid by receipt no..... on dated....., amounting to Rs 1000/= paid as registration fee is also enclosed herewith.

.....
Signature of the application
(Affix company/official stamp)

.....
Name of the applicant

.....
Date