

**Sri Lanka Savings Bank Ltd.**  
**Registration of Suppliers / Contractors / Services Providers and Consultants for**  
**Year 2016 - 2018**

Applications are invited from reputed Suppliers / Contractors / Service Providers & Professionals who wish to register themselves with the Sri Lanka Savings Bank Ltd. for the procurement of Goods /Works / Services and Consultancy Services for year 2016 - 2018.

<b>Group 1. Plant &amp; Machinery</b>	<b>Group 12. Promotional items</b>
<b>Group 2. Office Equipment / Machines</b>	<b>Group 13. Name Boards</b>
<b>Group 3. Furniture</b>	<b>Group 14. Printing</b>
<b>Group 4. Computers, Computer related Items</b>	<b>Group 15. Building / Electrical Contractors</b>
<b>Group 5. Communication Equipment</b>	<b>Group 16. Supply of Brand New Motor</b>
<b>Group 6. Electrical Appliances &amp; Accessories</b>	<b>Vehicles / Motor Cycles</b>
<b>Group 7. Safes</b>	<b>Group 17. Tyres, Tubes &amp; Batteries for</b>
<b>Group 8. Security Items</b>	<b>Vehicles</b>
<b>Group 9. Pawn Items</b>	<b>Group 18. Repairs</b>
<b>Group 10. Computer Accessories</b>	<b>Group 19. Services</b>
<b>Group 11. Sundry &amp; Stationery</b>	<b>Group 20. Consultancy Services</b>

**Terms & Conditions:**

Applications should conform to the following conditions:

1. Applicants must be Registered Businessmen in Sri Lanka. Registration under the Business Names, Business registration should be on or before 01.01.2012 (3 years experience).
2. Valid CIDA Registration for Building Contractors (formally ICTAD registration).
3. Quotations will normally be called from the list of Registered Suppliers. However, the Bank reserves the right to obtain offers and make purchases from other Suppliers even outside the list of registered suppliers, if necessary.
4. The Prospective Suppliers / Service Providers who fail to quote promptly when tender/quotation is called or fail to make deliveries / provide services on time is liable to be de-listed.
5. Quotations for supply of items/ providing services will normally be invited from list of Registered Suppliers. However the Bank reserves the right to invite quotations and purchases from any other source or register new suppliers as an when necessary.
6. The Prospective Suppliers of applying for repairing items such as machinery and equipment should have workshop facilities of their own to effect repairs, whenever necessary.
7. If registration is sought for more than one group of items, a separate set of forms should be submitted for each group by paying non-refundable registration fee of Rs. 1000/- per application. Payment shall be made at the counter of Sri Lanka Savings Bank Ltd. Borella Branch or at any branch of the People's bank, to the credit of Sri Lanka Savings Bank Account No. 309100258517396.

8. Application form sets should be accompanied with a 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), VAT Registration certificate etc. Application form sets not accompanying those documents will be rejected without notification and will not be registered.
9. If spouses and children of employees of the Bank are applicants or Proprietors / Partners / Directors of Applicant companies, such applicants are not eligible for registration.
10. Bank reserves the right to register only the applicants whose credentials are found to be satisfactory on evaluation of each application, at the sole discretion of the Bank Authorities.

Application should be made on the prescribed set of forms obtainable from the following address on payment of a non-refundable fee of Rs. 1,000/- in cash per set of form for each group items. Prospective applicants are required to produce a letter of request on a letterhead mentioning the service and the number of the group, according to the Paper Advertisement.

Acceptance of non-refundable registration fee and issue Application Forms: Between 8.30 a.m. and 4.00 p.m. on business days of the Bank up to **15<sup>th</sup> October 2015**.

Duly completed Applications should be delivered by hand or registered post to the address stipulated below on or before **16<sup>th</sup> October 2015**. All applications may be forwarded in one envelope marked as “**Registration of Suppliers / Contractors / Service Providers / Consultants for the year 2016 - 2018**” on the top left hand corner of the envelope.

For any further clarification please contact Manager – Procurement of the Bank on Telephone Nos. 2674700-3.

Chairman  
Procurement Committee  
Sri Lanka Savings Bank Ltd.  
No 265, Ward Place  
Colombo 07  
25.09.2015

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