



Department of Government Printing

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR 2015

N -226

APPLICATIONS are invited from required Contractors, Suppliers, Manufacturers, Importers, Agents and any other individuals who wish to register themselves with The Department of Government Printing, 118, Dr. Danister de Silva Mawatha, Colombo 08 for the supply of Goods and services listed below for the year 2015. Those who are not registered under the business Names Ordinance will not be considered for registration.

Note - Those who have already registered with the Department should reapply for registration.

Closing Date of Bid :- 26.12.2014 - 2.00pm.

Bid Reference No :- - SCP/Supply Regist/2015

01) Printer requisites

- (1) Paper & Paper Boards
- (2) Straw Boards and Chip Boards
- (3) Printing Inks
- (4) Offset Plates and Chemicals
- (5) Graphic Arts Films
- (6) Book Binding Materials
- (7) Stretch Wrapping Films
- (8) Laminating Foils

02) Building Materials

- (1) Paint- Enamel, Emulsion, Anticorrosive
- (2) Floor Polish, Wax Polish, Wamish, Thinner, Kerosene Oil, Turpentine, Lineseed oil, Roofing Compound, Wood preservative, Soldering Fluid & Ammoniac paint , etc.
- (3) Bricks, Metal, River sand, Cement, Aluminium Bars, Tile
- (4) Sawn Timber, Plywood, Formica, Carpet
- (5) Brass Fittings such as Hingers, Door Locks Drawer Locks, Cupboard Locks, Screw Nails, Wire Nails, Casement Stays, Fasteners, Tower Bolts, Door Closer etc.
- (6) P.V.C. Pipes and Fittings
- (7) Asbestos Products/ Glass Sheets (Plain/Tinted/Decorated)
- (8) Wash Basins, Squatting pans with low Level Cisterns, Flushing Cisterns etc.
- (9) Fire Protection Equipments and Safety Equipment

03) Computer Equipment & related items

- (1) Computer and computer accessories
- (2) Computer Software
- (3) UPS
- (4) UPS Batteries

04) Electrical and Electronic Items

- (1) Electric Wire, Switches, Holders, Lamps, Fittings, Fluorescent Lamps, Circuit Breakers, Junction Boxes, Coil Winding wire, all types of cables, Electric Bulbs, Decorative Bulbs, Dry cell Batteries
- (2) Fans (Table/Ceiling/Pedestal/Exhaust) Floor Polishers, Vacuum Cleaners.
- (3) Air-Conditioners (Split/Windows/Room)
- (4) Compressors, Cold Room Accessories
- (5) Extinguisher Hose, Valves, Hydrant, Chemicals etc.

05)

General Hardware Items

- (1) All types of Bolts & Nuts, Washers, Wire Nails, Iron & Brass screws, GI Pipes, Padlocks, Door Locks other than Brass, Files, Saws, Pliers, Hammers, Auger Screws, Taps, Hinges, Iron Tower Bolts, Aluminium ware, Screw Drivers, Grinding Wheels and stones, Sand and Emery paper, Buckets, Rubber Hoses, Valves, Hacksaw Blades, Drill Bits , Pop Rivets, Welding Rods, Power Tools, Angle Grinders.
- (2) Mild Steel sheets, Angles, Rods and Channeling
- (3) Pipes & Fittings, Galvanized Iron, Black Iron and Cast Iron
- (4) Wire Mesh, Welded Mesh, Barbed Wire
- (5) All Types of Tools (Carpentry & Mechanical)
- (6) Rubber Products, V-Belts etc.

06)

Medical Requirements

- (1) Drugs, Surgical Instruments, Lab Equipment, Bandages, Lint, Gauze, Plaster, Adhesives, Cotton Wool
- (2) Spectacles

07)

Office Equipment and Furniture

- (1) Calculators, Telephone instruments, Fax Machines, Water Filters, Photocopiers, Scanners, Book- Binding Equipment, Clocks etc.
- (2) Wooden / Steel Furniture - Tables, Arm Chairs, workman Lockers , Almirah Computer Tables, Armless Chairs etc.
- (5) Strapping Machines and Strapping Tape

08)

Printing and Photographic Items

- (1) Printing Plates and Blankets, Roller Covers, Machine Spares (Sheet-Fed, Web printing , Rotary, Binding Machines, etc.
- (2) Photographic Chemicals, Printing Paper, Roller Chemicals, Developers, Film Rolls, Cameras etc.
- (3) Web Offset Printing Ink & Job Ink
- (4) Printing & Supply of Receipt books, Registers, Invoices, Labels, and other office stationery, Book Binding (Gathering and Wiring) UV Varnish Laminating Die Cutting , Colour separation, Paper Inserting , Calender Rimming
- (5) Media Equipment
- (6) Digital Printing Material (Flex, Form Boards, Sticker, Ink, etc.)
- (7) Litho Printing
- (8) Diary Covers
- (9) Die cutting Plate

09)

Services

- (1) Repairs and services to all types of photographic Equipment, Photocopy Machines, Computers Printers, Fax Machines, Calculators, Printers
- (2) Tailoring of Uniforms, Door and window curtains
- (3) Computer Network
- (4) Clearing of under ground sewage canals.

- (4) Hire of Lorries, Vans, Cars, Boom Trucks, Fork Lifts and compressors, Building construction Equipment, Book Binding Machine, Printing Machine, etc.
- (5) Manufacture of Blocks, Seals and Rubber seals
- (6) Construction of Building, Carpentry, Masonry, Colour Washing Roadways, Steel Fabrications, Ready Mix concrete etc.
- (7) Cushion Work (Vehicle seats & Chairs) upholstery work etc.
- (8) Lorry Body Building- Aluminium
- (9) Auto A/C & Refrigerator repairs
- (10) Laundry Services
- (11) Repairs & Services to Motor vehicles- Silencers, Radiators, etc.
- (12) Supply of water
- (13) Pest Control
- (14) Sound Equipment, Illumination, Huts
- (15) Painter and A/C Services
- (16) Sheeting of newsprint and white printing paper
- (17) Aluminium Partitioning
- 10) Stationery/ Books**
 - (1) All types of stationery including CR Register, Field books, Pins, Clips, pencils, Sable Hair Brushes, Poster colours, envelopes etc.
 - (2) Photocopy paper, Fax Machine paper, Computer Paper, Diskettes, Offset Printing paper, Toner, Ribbons, Stencils, etc.
 - (3) Ball Point Pens
 - (4) Jute Twine/ White Twine
- 11) Vehicle Spare Parts**
 - (1) Spare Parts for Isuzu, Toyota, Mitsubishi, Nissan, Prime movers, Fork Lifts, Motor Cycles (Honda, TVS, Bajaj) Three Wheelers
 - (2) Tyres and Tubes.
 - (3) Batteries for Machinery and Vehicles (Auto Batteries) and Distilled Water, Battery Acid, etc.
 - (4) Radiator and Radiator Cores, Hose and Rubber Banding
 - (5) Serviceable Body Parts (reconditioned)
 - (6) Vehicle Interior Service
- 12) Miscellaneous**
 - (1) Dry Rations supply for welfare shop (Sugar, Dhal, Gram etc. Packets)
 - (2) Cotton Waste & Rags (for cleaning machines)/ Dusters, Banian Waste, Security personnel Kit items (Peak Caps, Belts, Lanyards, Whistles, Berets, Shoes, Socks, Belts & Ties)
 - (3) Textile, Umbrellas, Rain Coats, Jerkins, Helmets, Polythene, Tarpaulin, etc.
 - (4) Brooms, Ekel Brooms, Bannister Brushes, all types of brushes, Coir Mats, etc.
 - (5) Ceramic Products / Kitchen Equipment
 - (6) Soap-Carbolic, Bar and Soft Soap, Disinfectants, Detergents toilet paper etc.
 - (7) Sports and welfare goods
 - (8) Lubricants
 - (9) Gas
 - (10) Cotton/Polyester Blue Drill Materials for Protective Clothing

- 13) Transport Service (Passengers & Goods)**
 - (1) Bus, Van, Lorry, Cab, Motor Car
 - (2) Lifting & Transportation Goods
- 14) Catering Service**
- 15) Pre Press Service**
 - (1) Exposing of security Design on offset Printing Plate
- 16) Purchasing**
 - (1) Purchasing of discarded items (Card board, Papers, Polythene, Tyre, Tubes, Metal, Aluminium, empty Toner cartridge, & other electronic waste).
- 17) courier Service**
 - (1) Local & International courier Service
- 18) Binding**
 - (1) Print Finishing
- 19) Print Finishing**
 - (1) Laminating
 - (2) Envelopes Making
 - (3) Coating
 - (4) Corner cutting
 - (5) Gilding
 - (6) Finishing, Operation & perforation
- 20) Litho Printing**
- 21) Diary Covers**
- 22) Slitting & Sheeting of Paper**
- 23) Cleaning Service (including Cladding cleaning)**

Method of Application

- (1) Applications in duplicate should be sent to the undersigned to reach him at or before 10.00 a.m. on 26.12.2014 under Registered Post giving complete and clear description of the services inclusive of the Name, Registered Business Address, Business Registration No., V.A.T. No., Income Tax No. Bankers, Type of Business, Nature of Business, Certificates or documents to prove the Technical and Financial capability and reliability.
- (2) Applications should be forwarded with a non-refundable Registration Fee of Rs. 500/- paid to the Govt. Printer in Cash in respect of each application. Applications could be obtained from this Department upto on 10.00 a.m. on 24.12.2014
- (3) Separate Applications for each category of items or services should be forwarded where a manufacturer/supplier/local/local agent/distributor/wholesale dealer/contractor/Individual (Services) who wish to register for more than one category or service.
- (4) Applicants should indicate the credit period allowed on supplies/services by them.
- (5) The words "Registration of Suppliers/Contractors" should be legibly written on the top left hand corner of the envelope containing the application.
- (7) Registered Suppliers/Contractors who fail to quote for any item for which they have registered at not less than three consecutive occasions and those who fail to execute orders placed with them without giving valid reasons will be deleted without notice from the Register of Suppliers.
- (8) Your supply points and Work Places should be ready at the time of inspection by officers of this Department.
- (9) The final decision pertaining to tenders is entrusted to the Head of the Department.
- (10) When inquiries are made offers should be made from ex-stock items and in local rupees.
- (11) Quotations will usually be called from the registered Suppliers/Contractors but the Government Printer reserves the right to call for quotations from other Suppliers/Contractors as well.

Application Format

Registration of suppliers and contractors for the year 2015

Department of Government Printing

118, Dr. Danister De Silva Mawatha, Colombo 08

01. Name of the Institute of Business/Owner:

02. Address of the Place of Business

03. Telephone No.:

04. Fax No.:

05. Registration No. for the Business :

06. Nature of Business (Registered/Self Employment):

07. Goods or services supplied (should be mentioned the correct item and the relevant No):

Item No	Description of Goods/Services

08. Bank Name

09. Maximum Period and the limit of debt that can be given for the Good/Services

10. Right of charging VAT Yes/No

11. If got the right of charging VAT, Then No. of Registration:

12. You are required to register with our E-SHOP through

www.documents.gov.lk. Please contact 112673301 for assistance.

Your payment receipt number should be entered as your user name

(Ex: C/23 082701). Without this registration your application is not considered as a valid application.

Payment receipt No.

(Ex:-C/23 082701)

I/We hereby agree to act according to the conditions forwarded, relevant to the transactions done after the registration.

Date:

Name of the Applicant:

Signature of the Applicant

(Rubber Seal)

P H L V De Silva,
Government printer.

Department of Government Printing,
118, Dr. Danister de Silva Mawatha, Colombo 08.

04.12.2014