

Application Form
Registration of suppliers and contractors for the year 2025
DISTRICT SECRETARIAT- PUTTALAM

01. Details of the business/contracting entity:

1.1 Name of the Business and Contracting Entity :

1.2 Address :

1.3 Business Registration No : (A copy of the Business Registration certificate should be attached.)

1.4 T/P No. : Fax No. :

Whatsapp: e-mail :

1.5 Nature of the Business : (Manufactured/Agent/Cooperative)

1.6 Details of any main branches established in the North Western Province:

Address : T/P. No :

02. Details about the owner of the institution:

2.1 Name :

2.2 N.I.C.No. :

2.3 Mobile No. :

03. Works, supplies and services intended for registration

3.1 Subject number:

3.2 Subject description:

04. Details of income tax payment, if any:

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05. If acting as an agent, details thereof (attach copies of documents) :

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06. VAT, NBT No. (if any) :

07 Duration of Loan period granted

08. CIDA Registration Number and Grade (for contractors) - (A copy of the certificate should be attached) :

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Date :

Signature of Supplier / Contractor

Official stamp :

REGISTRATION OF SUPPLIERS AND CONTRACTORS - YEAR 2025

DISTRICT SECRETARIAT PUTTALAM

Instructions

Applications are invited from reputed Institutions/Businesses/Contractors who wish to register as suppliers and contractors to provide works, goods and services to the Puttalam District Secretariat and the following 16 Divisional Secretariats during the year 2025.

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|--------------------|---------------|------------------------|--------------------|
| 1. Wennappuwa | 2. Nattandiya | 3. Chilaw | 4. Arachchikattuwa |
| 5. Puttalam | 6. Kalpitiya | 7. Wanathawilluwa | 8. Karuwalagaswewa |
| 9. Nawagaththegama | 10. Anamaduwa | 11. Mahakumbukkadawala | 12. Dankotuwa |
| 13. Madampe | 14. Pallama | 15. Mundel | 16. Mahawewa |

1. This registration is valid for a period of two years, and when we update it annually, only those institutions/contractors that were not registered in the year 2025 will be required to register.
2. When it is necessary to procure supplies, works or services, quotations are invited from registered suppliers and contractors, and in cases where there are no sufficiently competitive quotations, other alternatives are followed and quotations are obtained.
 - I. Contractors registered with CIDA/ICTAD must submit a copy of their registration certificate with their applications, which must be up-to-date.
 - II. It is mandatory to submit a copy of the business registration certificate. However, even institutions that have not registered their business so far can submit applications for this. It is mandatory to register the business and submit a copy of the said certificate to me within a period of 06 months from the submission of such applications. Suppliers and workers who fail to do so will be removed from the registration list without notice.
 - III. Similarly, if there are any other government registration/permission certificates that need to be obtained related to your business sector, copies of them must be submitted.
3. The institutions submitting applications for renovation work must have a branch established in at least one location in the North Western Province.
4. When providing goods and services, you must provide supplies or services on a 30-day credit facility and the purchased materials/goods must be transported free of charge to the Puttalam District Secretariat/Divisional Secretariats.
5. The Departmental Procurement Committee reserves the right to accept or reject applications for registration.

H.M.S.P. Herath,
Chairman/District Secretary,
Departmental Procurement Committee,
Administrative District, Puttalam.

Supply – G	Services - S	Works -W
G1. Stationery and Office Supplies (Computer Paper, Fax Roll, Toner, Cartridge, Ribbon, CD etc.)	S1. Vehicle Repair (Must be within Puttalam District only)	W1. Building construction, improvement and repair (CIDA registered institutions and approved societies)
G2. Office equipment (Photocopiers, digital Duplo machines, Ronio machines, fingerprint machines, fax machines, , projectors, intercom systems, , CCTV systems and accessories	G2. Office equipment (photocopiers, Digital Duplo machines, Roneo machines, fingerprint machines, fax machines, projectors, intercom systems, CCTV systems and accessories)	W2. Road development and repair (CIDA registered institutions and approved societies)
G3. Office furniture (wooden, steel and plastic)	S3. Vehicle Servicing (Must be within Puttalam District only)	W3. Playground and sports stadium development (CIDA registered institutions and approved societies)
G4. Purchase of household/electrical appliances (air conditioner, lift, fan, light bulb, television, sewing machine, refrigerator, PVC water pipe and fittings, galvanized water pipe and fittings, sound system and loudspeaker equipment)	G4. Repair and servicing of household/electrical appliances (Air conditioners, elevators, fans, light bulbs, televisions, sewing machines, refrigerators, PVC water pipes and fittings, galvanized water pipes and fittings, sound systems and sound equipment)	W4. Construction of new bridges and bridge repair (CIDA registered institutions and approved societies)
G5. Computers, Laptops, Computer Printers, Computer Accessories, Virus Guard, Networking Accessories	G5. Computers, laptops, computer printers, computer accessories, virus guards, networking accessories	W5. Reservoir and irrigation development (CIDA registered institutions and approved societies)
G6. Generator	G6.Repair and servicing of Generator	
G7. Auto parts, tires, tubes, batteries and wheel elements for vehicles	S7. Stages, Decorations, Canopy huts, lighting and Sound systems	
G8. All types of building materials (Construction materials/electrical equipment/street lamps/plumbing equipment)	S8. Provision of vehicles on hire basis	
G9. Rubber stamps, date stamps, nameplates, ID cards, screen printing, offset printing, banner printing, office file printing, bookbinding	S9. Food & Refreshment for meetings	
S10. Security services	G10. Breakfast, lunch, dinner and snacks, bottled mineral water, soft drinks (Milo, Richlife, Kotmale etc.), milk powder packets, biscuits	
	G11. Plants and seeds	
	G12. Construction and industrial machinery (Grill/Grinder/Water motor/Lawn mower)	
	G13. Electric water pumps and diesel water pumps	

	G14. Sports goods (sports equipment, bodybuilding equipment, trophies and prizes, T-shirts, uniforms)	
	G15. Health care equipment and chemicals (Broom, Ekel broom, Mopper, Wiper, Harpic, Soap, Vim, Air freshener, Chlorine, Acid water, Glass cleaner)	
	G16. Solar cells and accessories (Solar cells and accessories, Solar on Grid System & Solar off Grid system, Solar Pumping System)	
Items falling under the category of works / supplies / services not covered under the above items (can be named and submitted by the applicant)		