



DISTRICT SECRETARIAT - PUTTALAM
REGISTRATION OF SUPPLIERS AND CONTRACTORS - YEAR 2025

1. Applications are invited from the reputed suppliers/ contractors/Service Providers who wish to register themselves with District Secretariat ,Puttalam and 16 Divisional Secretariats in the district for the supplies of goods / works and services as per the following table for the year 2025.The relevant applications and instructions for registration can be obtained from the Procurement Unit, Accounts Division, District Secretariat, Puttalam or the Account Divisions of the Divisional Secretariats of Puttalam district starting on 25.11.2024 during office hours or can be downloaded from the internet at www.puttalam.dist.gov.lk.
2. The duly completed application form shall be sent by registered post to “District Secretary, Procurement Unit, District Secretariat, Puttalam” with mentioning the word “**Registration of Suppliers and Contractors - 2025**” on the top left corner of the envelope on or before 31.12.2024 or shall be handed over to the Procurement Division of the District Secretariat, Puttalam.
3. Separate applications should be submitted for each item required to be registered. A non-refundable registration fee of Rs. 1,000/- for building construction and Rs. 500/- for supplies and services should be paid with each such application as follows:
 - A cheque payable to the Puttalam District Secretary or
 - A money order payable at the Puttalam District Secretariat Post Office or
 - An original receipt of the amount deposited to the Bank of Ceylon branch, Puttalam or a branch of the Bank of Ceylon nearest to you or a Divisional Secretariat belonging to the Puttalam District Secretariat nearest to your area or the amount credited to the account number 7042153 in the name of the Puttalam District Secretary.
4. Applications submitted after 31st December 2024 or without payment of the prescribed fee will be rejected.
5. Further details can be obtained by visiting the Puttalam District Secretariat website at www.puttalam.dist.gov.lk or by calling 032 – 2265234. Furthermore, the application form and related instructions can also be obtained via WhatsApp by calling the above number.

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

2024.11. 26

Goods - G	Works -W	Services - S
G1. Stationery and Office Requisites	W1. Buildings	S1. Vehicle Repair (Must be within Puttalam District only)
G2. Electronic Office Equipment	W2. Roads	S2. Vehicle Servicing (Must be within Puttalam District only)
G3. Office Furniture(Wooden, Steel and Plastic)	W3. Playgrounds and Sports Stadiums	S3. Repair and servicing of computers, computer printers, computer networking
G4. Home/Electrical Appliances	W4. Bridges	S4. Repair and servicing of photocopiers, Duplo machines, Roneo machines, Fingerprint machines, Fax machines, Intercom systems, CCTV systems
G5. Computers, Laptops, Computer Accessories, Virus Guard and Networking Accessories	W5. Reservoirs and Irrigation	S5. Repair and servicing of household/electrical appliances.
G6. Generators		S6. Repair of generators
G7. Auto Parts		S7. Stages, Decorations, Canopy huts, lighting and Sound systems
G8.Raw Materials for All Types of Construction and Repair works		S8. Provision of vehicles on hire basis
G9. Rubber stamps, Date stamps, Name Boards, Identity cards, Screen Printing, Offset Printing, Banner Printing, Office file printing & Book Binding .		S9. Food & Refreshment for meetings
G10. Breakfast, Lunch, Dinner, Snacks, and Mineral Water bottles.		S10. Security services
G11. Plants and Seeds		
G12. Construction and Industrial machineries		
G13. Electric Water Pumps and Diesel Water Pumps		
G14. Sports Equipment		
G15. Equipment and cleaning supplies for health care		
G16. Solar panels and Accessories		
Items falling under the category of supplies / works / services not covered under the above items (can be named and submitted by the applicant)		

Application Form
Registration of Suppliers and Contractors for the year 2025
District Secretariat- Puttalam

01. Details of the Business and Contracting Entity :

1.1 Name of the Business and

1.2 Contracting Entity :

1.3 Address: :

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

1.5 T/P No. : Fax No. :

Whatsapp: e-mail :

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

1.7 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 Item number:

3.2 Description of the Item:

04. Details of income tax payment, if any:

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5. 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 No. and Grade (for contractors) - (A copy of the certificate should be
attached) :

Date :

Signature of Supplier / Contractor :

Official stamp :