

Eastern Provincial Council
Registration of Suppliers and Contractors for the year 2017

Applications are invited from reputed suppliers, contractors and producers for the supply of goods, services and civil works for year 2017, of the Eastern Provincial Council in respect of the following districts.

1. Trincomalee

2. Batticaloa

3. Ampara

Part-I

Items No.	GOODS - Description		
G-1	Office & School Furniture	G-14	Educational Materials
G-2	Office Equipment	G-15	Sport Materials
G-3	Stationary & Office Requisition	G-16	Musical Instruments
G-4	Books & Periodicals	G-17	Medical Equipment & Medical Drugs
G-5	Building Materials	G-18	Hospital Supplies -Diets, Laundry, etc.
G-6	Building Partition & Decorations	G-19	Agricultural Equipment
G-7	Electrical Accessories and Fittings	G-20	Fertilizer, Agricultural Chemicals and etc.
G-8	Computers and Accessories	G-21	Agricultural seeds, Fruit Plant and Planting Materials
G-9	Social Welfare Items	G-22	Livestock feed and Other items & Veterinary Drugs
G-10	Electrical Instruments	G-23	Industrial Goods
G-11	Communications Equipment	G-24	Veterinary equipment and Veterinary
G-12	Motor Vehicle Spares	G-25	Fisheries Item
G-13	Miscellaneous & House Hold Item		

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 furniture (office furniture, school furniture etc.)
S-3	Repairs and service of photocopiers, type writers, duplicators and other office electrical equipments
S-4	Repairs and service of computers, printers, etc,
S-5	Repairs & service of air conditioners, Electrical repairs including wiring
S-6	Provision of security services
S-7	Provision of sanitary services, cleaning of curtains.
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, etc.

Part-II

Registration as Contractor for Civil Works.

Qualifications:

01. The contractors who have registered with CIDA for constructions are eligible to register themselves for small contracts up to Rs. 10,000,000 (Rs. Ten Million), and registered societies for works up to Rs. 2,000,000 (Rs. Two Million).
02. Certificates affirming capacity, qualifications and assets should be attached with copies & pre qualification document.
03. For civil work, the qualified contractors who are willing to register with EPC, requested to purchase a pre-qualification form, after making non-refundable payment as stated bellow to at Peoples' Bank Account No. **066-1-001-6-7200559** by cash in the name of "Deputy Chief Secretary -Finance, Eastern Provincial Council", on or before **30th November 2016**. All application should be sent under registered cover clearly marked "**REGISTRATION OF CONTRACTORS FOR THE YEAR 2017**" on the top left hand corner of the envelope.

04. **Registration Fees**

Registration fees for contractors should be paid as mentioned below and it will not be refunded.

Contract sum	Fees
Contract sum less than or equal to Rs. Two million	Rs. 2,000
Contract sum more than Rs. Two million and less than or equal to Rs. Five million	Rs. 3,000
Contract sum more than Rs. Five million and less than or equal to Rs. Ten million	Rs. 5,000

General Conditions

1. Documents to be furnished with the application,
 - a) Certified copy of Business Registration
 - b) Certified copy of Company Registration
 - c) If catering service copy of certificate obtained from area PHI / MOH.
 - d) Experience on the relevant trade and customer list.
2. The registration of suppliers and contractors will be valid only for the year 2017. Quotation will normally be invited from the list of registered suppliers and contractors. However, the procurer reserves the right to invite quotations from any other source.
3. Registration will be subject to assessment and evaluation and if found details given are false, the application will be rejected.
4. The Chief Secretary 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. Suppliers and Contractors should indicate the preferred district they could supply the items.
8. 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.
9. 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.
10. The suppliers will not be paid cash advances.
11. Application form for registration of suppliers could be downloaded in our website/obtain the application form directly or sending a stamped self-

addressed envelope and perfected application should be forwarded along with the certified copy of the **Business Registration Certificate, Trade License issued by Local Authorities (last year) and Non Refundable Fee** to the **“Deputy Chief Secretary - Finance, Provincial Treasury, Eastern Province, Kanniya Road, Varothayanagar, Trincomalee”**, on or before **30th November 2016**. All application should be sent under registered cover clearly marked **“REGISTRATION OF SUPPLIERS FOR THE YEAR 2017”** on the top left hand corner of the envelope.

12. Duly perfected application of suppliers should be accompanied by a **Non Refundable Fee of Rs. 500/= for each item of goods / service** and be deposited at **People’s Bank Account Number 066-1-001-6-7200559** by cash in the name of **“Deputy Chief Secretary -Finance, Eastern Provincial Council”**. This deposit slip should be attached along with the registration form.
13. Application received after the closing date will be rejected.
14. For further clarification do not hesitate to contact DCS – Finance office over the telephone 026-2227598 / 026-2223917 or visit our website www.ep.gov.lk

D.M.S. Abeyagunawardana
Chief Secretary
Eastern Province.

**Specimen Application Form
Eastern Provincial Council
Registration of Suppliers for the year - 2017**

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

Item No.	Goods / Services Description

7. Name of the Bankers :
8. Period of credit facilities :
9. Name of the Districts, Supply could be made:
10. VAT registration no. (If any) :
11. Any other details :

I certify that all the details furnished by me are correct and confirm to effect supplies/services in conformity with the conditions prescribed by the Chief Secretary, EPC. Bank paying slip deposited at People's bank branch, dated....., amounting to Rs..... paid as registration fee is also enclosed herewith.

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

.....
Name of the applicant

.....
Date

The Requirement for assessing the Pre Qualifications of Contractors for Civil Work

Mark (√) in the appropriate box applied for

A. New Registration

B. If the contractor has already registered with CIDA indicate the field of specialization and the Grade

Building	<input type="checkbox"/>	Grade	<input type="checkbox"/>	Highways	<input type="checkbox"/>	Grade	<input type="checkbox"/>
Bridge	<input type="checkbox"/>	Grade	<input type="checkbox"/>	Water Supply & Drainage	<input type="checkbox"/>	Grade	<input type="checkbox"/>
Irrigation	<input type="checkbox"/>	Grade	<input type="checkbox"/>				

C. Organizational Information

C1. Registered Name of Contractor:

.....

C2. Nature of Organization :

.....

Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Public Ltd, Liability Company	<input type="checkbox"/>	Statutory Body	<input type="checkbox"/>

D. Registered Address.....
.....
.....

Tel. No:
Fax:
E Mail:

E. Name and Designation of Person to Contact for Clarification (If any)

Tel. No:
Fax:
E Mail:

In case of a limited liability company or statutory body

Registration No.

Date of Registration

Issued Stated Capital

For Statutory bodies information relevant to it is incorporation should be given separately.

In case of a sole proprietor or partnership

Business Registration No.

Date of Registration

F – FINANCIAL RESOURCES

Financial Facilities from Banks or other Institutions		
Facility	Value	Name of the Institution
Permanent Overdraft		
Fixed Deposits		
Wealth Certificates		
Current Accounts		
Saving Accounts		

Marks by E.P.C

Extracts From Financial Statement for Last 3 Years			
	2011	2012	2013
Turnover from construction			
Fixed Assets (FA)			
Current Assets (CA)			
Current Liabilities (CL)			
Long term liabilities (LL)			
Working Capital (CA-CL)			
Net Worth (CA+FA+CL+LL)			

Marks by E.P.C

G – PERSONAL RESOURCES

G1. PROFESSIONAL STAFF – Regular/ In-house staff only

Name	Field of Specialty	NIC Number	Members EPF No	Professional Qualification and Membership Number	Marks by E.P.C
a. Chartered Engineer with 15 years Experience 1. 2.
b. Chartered Engineer with 10 years Experience 1. 2.
c. Technical Officers with NDT or NCT with 05 Years Experience 1. 2.
d. Quantity Surveyor e. 1..... 2.....
f. Supervisor 1. 2.

Certification

I/ we hereby certify that the information provided in this application including annexure and supporting documents are true and accurate as at this date. I/ We am/are aware in the event that any information given is found to be incorrect or that relevant information is with-held, my/our application will be automatically disqualified in addition to any further action EPC may decide to take.

Signature:

Name of authorized person:

Designation/ Title :

Date of Application: