

Registration of Suppliers and Contractors – 2026

District Secretariat – Moneragala

Applications are called for the suppliers who are interested in registering for the year 2026 for supplying the following work, supplies, and services to Moneragala District Secretariat and other 11 Divisional Secretariats (Moneragala, Medagama, Bibile, Madulla, Badalkumbura, Buttala, Wellawaya, Kataragama, Siyambalanduwa, Thanamalwila, Sevanagala)

<u>Code number</u>	<u>Descriptions of supplies</u>
G - 01	Stationery and Office Requirement. (Pens, Pencils, Photocopy Papers, CDs, DVDs, Pen drives, and others)
G – 02	Consumable Goods, Sanitary ware, and Equipment.
G – 03	Computer-related stationery. (Toner, ink, master roll and computer paper)
G – 04	Photocopiers, Roneo machines, computers, fax machines, fingerprint machines, computer software and hardware, computer printers, and networking devices.
G – 05	Spare parts and accessories for all types of vehicles.
G – 06	Tires and tubes for all types of vehicles.
G – 07	Batteries for all types of vehicles.
G – 08	Curtain fittings and carpeting for offices.
G – 09	All kinds of building materials and their accessories.
G – 10	Electronic equipment , furniture and other equipment for office, quarters, and Circuit bungalows (steel tables, tables made of plastic or wood, chairs, wardrobes, Fans, Filters, file shelves and electronic equipment etc.)
G – 11	Air conditioners and their spare parts.
G – 12	Sports equipment, Welfare equipment, School equipment, Kitchen equipment and Equipment for self-employment, and machines and equipment for various development projects.
G – 13	Uniforms, raincoats, umbrellas, office bags and boots.
G – 14	Oriental and Eastern Musical Instruments
G – 15	Newspapers, Library books, magazines, periodicals, and other publications.
G – 16	Dried foods.

- G – 17 Agrochemicals and Fertilizer (Insecticides, Herbicides, Chemical Fertilizer, Organic Fertilizer)
- G – 18 Agricultural equipment supplying (weeding machines, water motors)
- G – 19 Supply of vegetable and fruit plants, afforestation-related plants, minor export crop plants, and seeds.
- G – 20 Livestock Animals (Goat, Cattle, Poultry, etc.)
- G – 21 Bee Colonies And related equipment for beekeeping.
- G – 22 Freshwater Aquaculture.
- G – 23 Supplying medicines, medical equipment, and disinfectants.
- G – 24 Equipment for the Fishing Industry.
- G – 25 Supply of medicinal plants and planting materials

<u>Code Number</u>	<u>Description of the Service</u>
S – 01	Intercoms telephones, computer peripherals, photocopiers, Fixing CCTV cameras, printer servers, and other software. (Including fingerprint recorders)
S – 02	Repairing Office steel equipment and other office equipment (electric lamps, electrical equipment).
S - 03	All Electrical Appliances, Electronics equipment repairs
S – 04	Providing cleaning & sanitary services.
S – 05	Providing security & manpower services.
S – 06	Providing food, Snacks, tea, rooms, and lecture hall facilities for meetings and programmes
S – 07	Computer networking and maintenance of such systems And Providing permanent & mobile phone facilities and internet facilities and repairs.
S – 08	Air conditioner repair and services.
S – 09	All types of Auto Mechanical repairs
S -10	Carry Out Electrical work on all vehicles and repair air conditioning system
S – 11	Carrying out all kinds of vehicle services. (Provide details of modern equipment and facilities in your institution.)
S – 12	Inspection and wheel balancing.

- S – 13 Installing car cushions, carpets, tinted, canopies, spare parts, and vehicle bodywork.
- S – 14 Tinkering and painting all vehicles
- S –15 Installation of Audio –Visual equipment for vehicles (Radio/cassette /VCR/Reverse Camera/Lights/Revision of buses on
- S – 16 Provision of buses, vans, lorries, and backhoes on hire basis.
- S – 17 Digital printing, banners, bookbinding, rubber stamping, day seals, blocks, office boards, office identity cards, various statues and plaques, and all printing.
- S – 18 Providing temporary exhibition booths, canopies, Chairs, festive decorations, loudspeakers machines, and generators for rent.
- S – 19 modernization and maintenance of internal electrical systems.
- S – 20 updating, maintaining, and installing Fire protection systems
- S – 21 Supplying and maintaining Solar Panel Systems.
- S – 22 Repairing Water Filters, Pipelines and Water Pumps.

<u>Code number</u>	<u>Description of work</u>
W – 01	Building construction and repair.
W – 02	Construction of roads, bridges, culverts, transects, water supply, and repairing.
W – 03	Power Lines Adjusting and Repairing.
W – 04	Operation of maintenance units for small-scale construction.
W – 04	All welding and aluminum works.

Qualifications required to register as a provider or contractor.

01. Business registration and submission of a business registration copy is compulsory. (Registration certificate for each individual business and if it is a company, company registration certificate according to company registration Act.)
02. Every contractor who wishes to register is obliged to register with the Construction Industry Development Authority (CIDA) and it is mandatory to submit a copy of the business registration certificate and a copy of the business registration with the application.
03. The supplier must have the necessary facilities to transport the items that we ordered to the places we inform

04. When providing supplies and services it should have complied with financial regulations, and conditions imposed by District and Divisional Secretariats and terms of circulars and instructions issued by government from time to time.
05. When providing services, loan facilities should be provided by the supplier at least 60 days in the process of supply.

Registration fees and administrative expenses.

01. Each contractor and supplier should deposit non-refundable RS: 1000.00 for each item that is expected to be reregistered. This amount can be paid to any Shroff of Divisional Secretariats which is located within Monaragala district. The first copy of the receipt should be attached to the application. Also, Registration can be done by attaching the original copy of the bank slip credited to the official bank account of monaragala district Secretary Bank of Ceylon Monaragala branch account number 7042267 along with the application.
02. It is compulsory to send the first copy of the receipt and keep a copy of it with yourself. Except for the receipt that is received from the shroff and the slip that is issued from direct bank deposits, any other receipt, cheque, money orders, or stamps are not accepted.

Terms to register as a Supplier or Contractor.

01. Average purchases will be made in the year 2026 for registered suppliers while quoted prices should be kept stable within a year (12 months) Normally, bids are called from the registered suppliers while the office is entitled to obtain goods and services externally if necessary.
02. The district secretary of the Monaragala district secretariat has the right to reject suppliers and contractors without informing any reason.
03. The suppliers who fail to adduce bids 03 times, supply goods and services according to specified standards, and fail to supply stock in time can be canceled without any notification.
04. Payments will be made after confirming provided goods and services are according to the specifications.
05. Registering is done under the code No S-09 to S-15 After checking the qualifications.
06. When Registering under the code number S-05, the Report of H- 800 which was issued By the Medical Office of Health (MOH) Should be Submitted

Procedure to apply

01. Application forms can be obtained through the official website of District Secretariat (www.monaragala.dist.gov.lk) the applications must be clearly completed by the applicant.
02. For all the items that are registered by the suppliers must be paid at once. Applications could be sent on before the Day of 2025.12.17. "District Secretary, District Secretariat, Monaragala" by registered post or could be handed over to the account section of District Secretariat. The term "Registration of suppliers

for the year 2026” should be mentioned on the top of the left corner of the envelope.

03. Applications should be sent according to the standard format and inaccuracy; incomplete applications will be canceled without any notification. No complaint will be considered regarding delay or loss in the post. It may be supportive to keep a photocopy of the application and the receipt.

04. For more details, please contact 055 – 2276067

2025.11.

A.G. Nishantha,
Government Agent / District Secretary,
Monaragala Administrative District.