



INDUSTRIAL DEVELOPMENT BOARD OF CEYLON

Ministry of Industries & Commerce



Registration of Suppliers for the Year 2018

Applications are invited from reputed Manufactures, Sole Agents, Distributors, Importers, Authorized Dealers, Wholesale Establishments, Suppliers, Contractors and Service Providers who wish to register themselves for the supply of following goods and services to the Industrial Development Board of Ceylon for the year 2018.

Categories of Products / Services

1.0	Office Equipment & Services
1.1.	Office Stationery (Pen, Pencil, Envelopes, Staples, Typing Sheets, Photocopy papers, Dusters, etc.)
1.2.	Office Equipment (Calculators, Fax Machines, Photocopy Machines, Face/Finger Scanning Attendance Machines, other Equipment, etc.)
1.3.	Computers and Computer Accessories (UPSs, Mouse's, Keyboards, etc)
1.4.	Printers & Printer Accessories (Dot Matrix, laser Jet Printers, Colour Printers, Photo conductors, etc.)
1.5.	Computer Consumables (Printer Toner, Cartridges, Ribbons, pen Drives, Recordable CDs /DVDs, etc.)
1.6.	Office Furniture – Wooden /Steel (Tables, Chairs, Cupboards, Almirahs, Shelves, etc.)
1.7.	Electrical Equipment & Spare parts (Refrigerators, Electrical pans, Air Conditions, etc)
1.8.	Audio –Visual Equipment & Telecommunication Equipment (Cameras, Video Cameras, Projectors & processing Machines, Telephone Systems and Telephone Equipment, etc.)
1.9.	Date Stamps, Rubber Stamps and name boards (Aluminum/Plastic/Brass, etc)
1.10.	Making of Identity Cards
1.11.	Uniform Materials (Shirt & Trouser Materials, Shoes & Socks)& Safety Equipments (Helmut, Belts, Shoes etc.)
2.0	Office Equipment Repairs & Maintenance
2.1.	Repairs & Maintenance of office Equipment (Fax Machine, Photocopy Machines, Face/Finger Scanning Attendance Machines, other Equipment, etc)
2.2.	Repairs, Servicing and Maintenance of Air Conditions.
2.3.	Repairs of Printers, Computers & Computer Services Maintenance
2.4.	Repairs of office furniture (Wooden /Steel)
2.5.	Key Cutting & lock Repairs
3.0	Vehicle Repairs & Supply of Spare Parts
3.1.	Tyres, Tubes & Batteries for light Vehicles
3.2.	Spare Parts for light Vehicles & Motor Cycles
3.3.	Repairs of Silencers, Radiators, Motor Vehicle Air Conditioners
3.4.	Upholstery works of Vehicles (Vehicle Seat Cushions, Seat Covers, Rubber Carpets & Canvas Cover)
3.5.	Vehicles Services
3.6.	Wheel Alignments & Adjustments
3.7.	Auto Electrical Repairs
3.8.	Tinkering & Painting of Motor Vehicles
3.9.	Repairs of Motor Vehicles
4.0	Printing & Advertising

4.1.	Art Work, Designing & Advertising
4.2.	Printing of office Documents , Receipt Books, etc.
4.3.	Designing & Printing of Magazines, Brochures, Posters, Invitations/Greeting Cards, etc. (Local/ Overseas)
4.4.	Printing Book Binding (Brochures, Leaflets, Banners & Posters, Etc.)
5.0	Laboratory Equipment & Chemical
5.1	Laboratory equipment & Accessories
5.2	All kind Chemicals – Industrial & Aralar grade , Rubber ,Food & Foundry Meteor logical)
5.3	Raw materials of Rubber Industry – Nitrile (Synthetic) Rubber Letex, RSS, Crepe Rubber etc.
6.0	Engineering Equipment & Raw materials
6.1	Engineering Equipments & Tools (Lathe Machine, Compressors , welding transformer, Power Tools & Bearing etc)
6.2	Engineering Raw materials (Ms Steels, All kind of steels , Pipes, H Iron, Channel Iron etc.)
6.3	Electrical Tools & Spare parts
6.4	Leather Industry – Machines, Raw materials, Chemicals & Adhesives
7.0	Foundry Requirements
7.1	Raw Materials for the foundry Industry Coke, Pig Iron, Dolomite, Furnace oil HC 800, Graphite lumps, Graphite powder, Inoculation, Ferro –Silicon (Fe-Si), Ferro – Manganese (Fe-mn) , Sili – Magnesium(Si –MA), Carbon powder, Kaolin
7.2	Scraps Cast Iron Scraps, Al Scraps , Pewter Scraps, Steel Scraps, Brass Scraps
7.3	Foundry Molding Raw Materials Silica sand, linseed Oil, Sodium Silicate, Dextrin, Sodium Betonite
7.4	Foundry Furnace buildup materials, Fire clay, fire bricks, Quartz ramming materials
7.5	Sawn Timber
8.0	All Kind of Building Materials
8.1	Supply of Sand, Bricks ,Metal, Cement, PVC Pipes ect.
9.0	Services
9.1.	Security Services
9.2.	Office Partitioning Interior Designing & Constructions
9.3.	Electrical & Telephone System Wiring
9.4.	Telecommunicating Equipments, Computer Networking Cabling & Maintenance
9.5.	Production of Audio/Video Documentary
9.6.	Sound Systems for Exhibitions/ Seminars /workshops
9.7.	Illumination of the Building/Exhibition Halls
9.8.	Transport Services, Renting /Hiring of Motor Vehicles (Cars, Vans, Buses, etc.)
9.9.	Event Managers/ Organizing Local & Overseas Trade Fairs
9.10.	Software Solution providers
9.11.	Freight forwarders – Air, Sea & Courier Service
9.12.	Language Translators (English to Tamil, Japanese, Chinese & Other Foreign Languages)
9.13.	Shampooing Carpets & Chairs & repair of furniture
9.14.	Pests Controlling

9.15.	Foundry meteorological Services, Repair Spectrometers, Induction furnace PLC etc.
9.16.	Spectrometer, Induction Furnaces , PLC, Services, Repairing & Maintenance
9.17.	Building & Roads Contractors & Civil, Electrical, Electronics, Mechanical, Maintenance works
9.18.	Clearing & forwarding of cargo
9.19.	Workshop Machining (Subcontract) – Lathe, Milling , Shaping , Boring , Welding

Application Procedure

A non – refundable registration fee of Rs.1000/- for each item for registration for the year 2018 should be made by prospective supplier and this fee may be paid in cash cashier, Industrial Development Board of Ceylon or by a cheque drawn in favour of Industrial Development Board of Ceylon.

The application should be forwarded along with the payment receipt / Cheque under registered post or delivered by hand, indicating “**Registration of Suppliers for the year 2018**” on the left-hand corner of the envelop, to reach the Chairman, Industrial Development Board of Ceylon No: 615, Galle Road, katubedda, Moratuwa on or before 30/11/2017.

Applicants who wish to register for Building Construction and Maintenance should possess the membership of the Association of Construction Contractors of Sri Lanka & National Registration of CIDA for Building Construction. They are further requested to submit valid copies of those documents together with their application.

One Application Form can be used to register for supply of multiple products/ Services by paying registration fee for all items at the same time. Incomplete and late application will be rejected.

Specimen Application form could be downloaded from our website www.idbgov.lk under “Announcements”

Quotations for supplies and services will normally be called from the list of registered suppliers / Services providers. However IDB reserves the right to call quotations and make purchases/ services from other non – registered suppliers / Service providers, as well.

For further clarifications, please contact Deputy Director/ Supplies on Tele. 011-2607004

Chairman
Industrial Development Board of Ceylon
No: 615, Galle Road,
Katubedda – Moratuwa
Tele. 011-2607004 , Fax . 011-2607004
Web. www.idbgov.lk



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SPECIMEN APPLICATION FORM

01. Supply/Service & Number intended for registration:.....
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02. Name & Address of Establishment:
03. Whether Manufacturer, Sole Agent, Sole Importer, Sole Distributor,
Stockist and at least 02 years experience of documented history of being
in the services providing trade needs.
04. Telephone Numbers & Fax Number:
05. Name of Bankers & Account Numbers:
06. Maximum period of Credit Allowed on Supplies:
07. Business Registration Certificate Number:
(A photocopy to be attached)
08. VAT Registration Number (if any) :
09. NBT Registration Number (if any) :

Date:

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Signature