

**GENERAL INSTRUCTIONS , TERMS & CONDITIONS**  
**FOR REGISTRATION OF SUPPLIERS / CONTRACTORS FOR THE YEAR 2016**  
**MINISTRY OF DEFENCE**

1. Applications for registration of suppliers / contractors for the year 2016 can be downloaded through the web sites of the Ministry of Defence from 31<sup>st</sup> August 2015 to 16<sup>th</sup> October 2015 onwards without any charge.
2. Applicants are requested to furnish accurate information. If any information given is found to be inaccurate or any vital information is found withheld, the applicant will be disqualified for registration. An incomplete or illegible application will also be rejected.
3. Supporting documents should be attached to the application. Such documents should be serially numbered. The total number of pages should be indicated on the top right-hand corner of the main application.

**3.1 Following documents should be attached with the application.**

- Institutions who are seeking registration should provide certified copies of under mentioned legal documents (along with other documents) with the application.
  - a. Limited liability companies - Memorandum of Association.
  - b. Other institutions -Business Registration Certificates.

**(Companies which have not been registered on or before 01<sup>st</sup> January 2015 are not qualified to apply for this)**

- In respect of registration of foreign suppliers by the local agents, the **Original Power of Attorney** signed by the Chief Executive Officer of the principal and authenticated by an Attorney at Law or a Notary of Public in the respective country should be provided. (If the Original copy is required, forward a request together with a copy of it) The validity period of this Power of Attorney should be clearly indicated and should include the period from 01.01.2016 to 31.12.2016 Fax, Telex or any other means will not be accepted.
- In the case of a supplier or his principal is not the manufacturer, the manufacturer should issue a letter of authority to the effect that the supplier or his principal is an authorized dealer or distributor.
- A letter to certify the Banking Account. (Bankers recommendation and the continuation of the relevant Current Account since the commencing date of the Banking Account by the applicant concerned.)
- Contractors who are applying for the Civil Engineering Constructions relevant for the **S97** category should forward a copy of the certificate which indicate the category they have registered in previous year (2014/2015) at the Construction Industry Development Authority.(CIDA)
- **Original Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Bank of Ceylon) should be compulsorily attached.**

4. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post to reach;

**The Chief Accountant ,  
Ministry of Defence ,  
15/5, Baladaksha Mawatha, Colombo 03.**

Not later than **on 16<sup>th</sup> October 2015**. The top left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as "**REGISTRATION OF SUPPLIERS – 2016 (Local)**" and Foreign Suppliers or their Local Agents marked as "**REGISTRATION OF SUPPLIERS – 2016 (Foreign)**". Hand delivered applications will not be accepted. Ministry of Defence will not take any responsibility / liability if any delay in post / mail.

**General Instructions to the Applicant**

5. A registration fee of Rs. 1,500/- (Rs. One Thousand five hundred) will be charged against each **CATEGORY** in respect of Local Applicants and US\$ 15/- IN RESPECT OF FOREIGN Applicants. If the requisition is made to register by a local supplier (Local Agent) in respect of more than one principal, a separate application should be submitted for each such principal. Category payments should be made to the Account No 7040119 of the Taprobane Branch of Bank of Ceylon through any branch of Bank of Ceylon . Foreign Suppliers (in the case of unavailability of a local agent) should use the SWIFT CODE to credit the payments to the Bank of Ceylon for the category charges US \$ 15/- each in order to register under a single category.

**Swift No - BCEYLKLX  
Branch Code - 747  
Account No - 7040119**

6. Local Suppliers should pay the category charges by filling Cash Deposit slip as mentioned in the form below.

**F.Y.C. :- In the event of paying the category charges to the bank, Name of the Institution and the Purpose should be compulsorily entered to the Computer through the Bank Officer who is in charge of accepting the money. If not the application will be rejected.**

BOC Supp/5 13/685

**BANK OF CEYLON** **இருள் வகல்து படுவை பண வைப்புச் சீட்டு Cash Deposit Slip** **2015**

Bankers to the Nation

Account / Card Number: 7040119

Ministry of Defence  
15/5 Baladaksha  
Mawatha,  
Colombo 03

Account / Card Holder's Name and Address :

A.B.C. Company  
Galle Road - Colombo.

Purpose of Deposit: Category Fees -2016

Amount / ரூப. / Rs.	Total
5000 /-	
2000 /-	
1000 /-	
500 /-	
200 /-	
100 /-	
50 /-	
20 /-	
10 /-	
<b>Total</b>	<b>1500 /-</b>

Validation checked

Signature

7. A copy of the Vat Certificate which obtained through registering under the amended Vat Act with effect from 01.01.2015 should be forwarded. Special Board appointed by the Ministry will check the New Vat Number and it is liable to be cancelled without notice of those suppliers who have given an incorrect Vat Number.

8. Delete Yes / No tags against appropriate question without fail.

9. Please write NA (not applicable) against any item that does not applicable to the applicant.

10. Any amendments or changers of Mailing address of a company (local or foreign) after registrations will be considered only if such request is accompanied by a true copy of the amended certificate issued by respective company house (local or foreign) in connection with the said amendment.

**11 Note that there can be no change or alternation of *CATEGORY* under any circumstance after registration.**

12. The Ministry of Defence will not be held responsible for any mistakes or oversight of the applicant.

13. Further inquiries in respect of the Registration of Suppliers 2016 can be made to the following Officers.

Accountant (Supplies & Losses)

Telephone – **011 2447459**  
**011 3030736 or 011 2430860/79 Ext 323**  
(during office hours only)

E-mail - [supply@defence.lk](mailto:supply@defence.lk)

14. Suppliers who are in the national list of defaulting contractors in terms of the clause number 8.11.5.C of the guidelines on Government Procurement Guidelines 2006 (Goods & Works) are NOT PERMITTED to apply for registration.

15. Supplier should hold stock on our behalf as required and all suppliers will agree automatically to provide one month credit facility when they register under the Ministry.

16. Restricted quotations will normally be called from the registered suppliers. However, the Ministry of Defence reserves the right to call quotations from a short-listed supplier or from any other supplier, when it is necessary.

17. A board appointed by the Ministry of Defence will consider all the applications and will take necessary action to register only applicants those who have fulfilled the requirements. Those who are not completed / not fulfilled the requirements satisfactorily, and late applications will be rejected.

18. Registration is liable to be canceled without notice of those suppliers who fail to quote even “No quote” quotations during 4 times when requested or fail to execute an order on time or fail to submit samples when requested or whose supplies do not confirm to specifications or differs from the approved samples.

19. A registry of local suppliers who can provide the goods and services at provincial level will be separately maintained by the Ministry of Defence . The applicants who are allocated with the detailed categories for that purpose should compulsorily register their business Institutions in respective provinces.

20. The list of registered suppliers/contractors for the year 2015 presently maintained **will become non-operative** after issuing the list of registered suppliers for the year 2016.

21. Authority to take final decisions over the Registration of Suppliers for the year 2016 is vested in the Secretary of Defence.

S.M. Jayasinghe  
Accountant (Supplies & Losses)

Sgn/ B.M.U.D. Basnayake  
Secretary  
Ministry of Defence

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