

**Kilinochchi District Secretariat
Supplier Management Systems**



Applications are invited to the above Systems for Registration of Suppliers of Goods, Services, Works and Contractors specified below to the Kilinochchi District Secretariat and Divisional Secretariats in the Kilinochchi District

a. Supply Categories

S.No	Supplies	Categories			Non Refundable Fees Rs.
		Sectors	Items	Code	
01	Goods – Capital	10	70	GCA to GCJ	Rs.100/- (for each item)
02	Goods – General	08	37	GGA to GGH	Rs.100/- (for each item)
03	Services	05	38	SVA to SVE	Rs.100/- (for each item)
04	Works	04	32	WKA to WKD	Rs.5000/-

b. Supply Details

1. <u>Goods - Capital</u>		
GCA. Agricultural Items GCA01. Agriculture Equipment, Tools GCA02. Fertilizers GCA03. Seeds, Seeding, Saplings GCA04. Poly Sack Bags GCA05. Animals for Self-Employment (chicks, cows, goats) GCB. Contract Materials GGB01. Aluminum Partition, Fitting GCB02. Cement GCB03. Gravel Sand GCB04. Hard Ware Items GCB05. Paints GCB06. Plumping Goods GCB07. Roofing Materials GCB08. Random Rubble for Rip Rap GCB09. River Sand GCB10. Silt soil GCB11. Stones GCB12. Tiles & Marbles GCB13. Timber GCB14. Water Tanks GCC. Machineries, Spare Parts GCC01. Equipment for Aluminum Fitting, Glass, Ply wood, MDF GCC02. Equipment for Welding Works GCC03. Equipment for Carpenter Works GCC04. Equipment for Masonry Works GCC05. Generator, Spare Parts GCC06. Water Pump, Spare Parts GCC07. Other Machineries, Spare parts	GCD. Medical Equipment GCD01. Baby Needs GCD02. Furniture for Medical GCD03. Medical Equipment GCD04. Medical Drugs GCD05. Pharmaceuticals Products GCD06. Other Medical Products GCE. Solar Systems GCE01. Solar Systems, Spare Parts. GCE02. Solar On Grid, Off Grid System GCE03. Solar Systems GCF. Fishing Equipment GCF01. Boat Engine, Tools, Spare Parts GCF02. Fishing Boat GCF03. Fishing Net, Rope, Twine GCF04. Other Fishing Relative Goods GCG. Furniture GCG 01. Chairs Knitting GCG02. Mattress, Covers GCG03. M.D.F Furniture GCG04. Plastic Furniture GCG05. Steel Furniture GCG06. Wood Furniture GCH. Water Filter GCH01. Water Filter, Spare Parts	GCI. Electrical Equipment GCI01. Air Conditioner GCI02. Electric Goods for Home GCI03. Electric Goods for Office GCI04. Electric Motor Pump GCI05. Freezer GCI06. Goods for Electrical Connection GCI07. P.V.C Pipe Varieties GCI08. Sound, Light Equipment GCI09. Sewing Machine GCI10. Transformer GCI11. T.V, Mic, Speakers, etc GGJ. Electronic Items GGJ01. Alarm Solution GGJ02. CCTV GGJ03. Camera and Equipment GGJ04. Desk Tops Computer, Lap Tops, Spare Parts GGJ05. Fax GGJ06. Intercom System GGJ07. Multi Media Projector, Smart board GGJ08. Network Services GGJ09. Printer GGJ10. Photo Copier, Spare Parts GGJ11. Roneo Machine GGJ12. Toner, Ribbon, Ink Cartridge GGJ13. Video Recorder

2. Goods-General

GGA.Cloth Items

GGA01. Bed sheets, Pillow, Pillow Covers
GGA02. Curtains
GGA03. Dresses for Men, Women
GGA04. Other Type of Cloths
GGA05. Table Cloth, Golden Cloth, Carpets
GGA06. Uniform, Uniform Materials
GGA07. Foot Wares, Rain Coats

GGB. Consumable Items

GGB01. Cleaning Equipment
GGB02. Cleaning Items
GGB03. Other consumable Items

GGC. Fancy Goods

GGC01. Fancy Items.
GGC02. Foot Wear
GGC03. Home Usage Product
GGC04. Leather Goods

GGD. Food Items

GGD01. Biscuits
GGD02. Cereal Products
GGD03. Locally Product Food Item
GGD04. Milk Powder, Disposable Cups
GGD05. Non-Vegetarian (Break Fast, Lunch, Dinner)
GGD06. Short Eats
GGD07. Soft Drinks
GGD08. Vegetarian (Break Fast, Lunch, Dinner)
GGD09. Water Bottles

GGE. Sports Items

GGE01. Equipment for Gymnasium
GGE02. Musical Instrument
GGE03. Prizes for Winners
GGE04. Sports Equipment
GGE05. Sports Uniform, T-shirts

GGF. Stationeries

GGF001. School Bags
GGF002. Stationeries - office

GGG. Vehicle Relative Goods

GGG01. Vehicle batteries, spare parts
GGG02. Vehicle Tires, tubes
GGG03. Other Vehicle spare parts

GGH. Grocery Items

GGH01. Cereals and Pulses
GGH02. Rice and Flour
GGH03. Wheat Flour
GGH04. Coconut oil and Vegetables

3. Services

SVA. Contract Equipment Hiring

SVA01. 3 Cube Tipper
SVA02. D2 Dozer
SVA03. D3 Dozer
SVA04. PC30 Excavator
SVA05. 10 Ton Pad Foot Roller
SVA06. 15 Ton Pad Foot Roller

SVB. Printing

SVB01. Banner Printing
SVB02. Book Binding
SVB03. Office ID
SVB04. Office Files
SVB05. Plastic Name Board
SVB06. Rubber Stamp, Date Stamp
SVB07. Screen Printing, Off-set Printing, Digital Printing

SVC. Vehicles

SVC01. Vehicle Maintenance, Service
SVC02. Vehicle Lease, Rent
SVC03. Vehicle Tinkering
SVC04. Vehicle Mechanical
SVC05. Vehicle Interior, Upholstery
SVC06. Vehicle Air Condition
SVC07. Vehicle Insurance

SVD. Event Management Services

SVD01. Panthal Service
SVD02. Sound & Light, Power supply Service
SVD03. Drama
SVD04. Music event
SVD05. Western dance and Classical dances
SVD06. Thavil and Nadaswaram

SVE. Virtual Services

SVE01. Cleaning Services
SVE02. Electronic Items Maintenance on Spare Parts Repair
SVE03. Electrical Items Maintenance on Spare Parts Repair
SVE04. Furniture Maintenance, Repair
SVE05. Machineries Maintenance, Repair
SVE06. Photo Copier Maintenance, Repair
SVE07. Computer Maintenance, Repair
SVE08. Printers Maintenance, Repair
SVE09. Intercom, CCTV Maintenance, Repair
SVE10. Refrigerator, Air conditioner Maintenance, Repair
SVE11. Security Service
SVE12. Software Developing
SVE13. Lift Services

4. Works

01.WKA. Contractors

WKA01. Building
WKA02. Highway
WKA03. Bridges
WKA04. Water Supply and Sewerage
WKA05. Irrigation, Drainage Canal
WKA06. Dredging, Reclamation
WKA07. Storm Water Disposal, Land Drainage
WKA08. Maritime Construction
WKA09. Heavy Construction

02.WKB. Electrical & Mechanical Services (EM)

WKB01. Electrical Installation (Low Voltage)
WKB02. Electrical Installation (Medium Voltage)
WKB03. Elevators, Escalators & Travellators
WKB04. Extra Low Voltage Installation
WKB05. Fire Detection, Protection & Suppression
WKB06. Generators
WKB07. Heavy Steel Fabrications
WKB08. LP Gas Systems
WKB09. Mechanical Ventilation and Air Conditioning
WKB10. Medical Gas Systems
WKB11. Plumbing & Drainage
WKB12. Refrigeration

03.WKC. Specialized Construction Contractors (SP-C)

WKC01. Carpentry & Joinery
WKC 02. Floor, Wall & Ceiling Finishes
WKC 03. Furniture, Fittings & Equipment's
WKC 04. Landscaping
WKC05. Light Metal Work
WKC06. Aluminium & Finishes
WKC07. Soil Nailing & Stabilization
WKC08. Swimming Pools (Industrial & Domestic)
WKC 09. Water Proofing

04.WKD. Piling construction contractors (GP-P & GP-B)

WKD01. Geotechnical Piling – Precast
WKD02. Geotechnical Piling - Bored Cast In-situ

Those who wish to register should complete the online application as per the general conditions through the website and send a copy thereon by post.

<http://www.kilinochchi.dist.gov.lk/index.php/en/supplier-registration.html>

District Secretary,

Kilinochchi District Secretariat,

Kilinochchi.

Tel. No. & Fax : 021 228 5352, E.mail- dskiliprocurement@gmail.com , Web-<http://www.kilinochchi.dist.gov.lk>



Kilinochchi District Secretariat
Guidelines for Supplier Management Systems

1. Bids shall be invited from registered suppliers and contractors. However, the Procurement Committee reserves the right to invite bids from others.
2. Contractors registering themselves as suppliers of **Capital goods, General goods, Services and Works** shall bring their services to the respective place and deliver them. No transportation expenses shall be paid.
3. Registration of applications shall be subject to proper grading and evaluation by the Procurement Committee. Applications shall be rejected if incorrect details are provided. (Deposit money shall not be refunded)
4. Applicants who are District Secretariat Officers **or** spouses or children of such officers who are owners, stake holders or contractors cannot apply for this registration.
5. In the event of non-submission of correct bids **Or** non-delivery of requested items in accordance with the specified format within the stipulated time, such bidders shall be removed from the registrations of the bidders without any prior notice.
6. No advance payment shall be made to the suppliers under any circumstances.
7. In cases where the supplier agrees to perform the Electronic Procurement, only the quotations for them shall be sent through email and/or mail. The supplier should send the quotations only in person or by post.
8. The service stations of the suppliers to be registered for providing vehicle services (SVC) must have basic facilities. The Procurement Committee has full authority to review the quality through a Mechanical Engineer when necessary.
9. The Procurement Committee has the authority to accept or reject the applications received for registration without assigning any reason. The deposit for the rejected application shall not be refunded.
10. The following matters should be considered in completing and registering applications to be registered online.
 - I. The following documents must be uploaded to complete the application for Capital Goods, General Goods, Services and Works.
 - A. Residence Certificate, Electricity Bill, Water Bill, Telephone Bill, Copy of Bank Passbook - Any one of these
 - C. Business Registration Certificate
 - D. Copy of Bank Passbook / Bank Statements

- II. In addition to the documents mentioned in “A, B, C, D, E”, Registration Number, Grade, Renewal should be uploaded in the “F” from CIDA registration.
- III. After the completed applications for registration of suppliers sent via email and registration is confirmed within 2-3 working days, the deposit should be made online to the Bank of Ceylon Acc. No. 7041986 in the name of “**District Secretary, District Secretariat**”. (The deposit shall not be refunded.)
- IV. A copy of the application form completed online for registration, a copy of the documents uploaded online and the non-refundable deposit slip should be submitted to the address “**Chief Accountant, Kilinochchi District Secretariat, Kilinochchi**” by registered post or in person between 9.00 a.m. and 3.00 p.m on business days. On the top left corner of the envelope, it should be mentioned as “Suppliers Managements Systems”.
- V. Assistance could be obtained from the Finance Branches of Kilinochchi District Secretariat or Divisional Secretariats of Kilinochchi District for uploading the application for registration. Further details can be obtained from the “Chief Accountant, District Secretariat, Kilinochchi” over the Tel. No.021 2285 352.
- VI. Every year in November all Registered Supplier in this system should renew them self without fail.

District Secretary,
Kilinochchi District Secretariat,
Kilinochchi.



Tel. No. & Fax: 021 2285 352, E.mail- dskiliprocurement@gmail.com,
Web Site-<http://www.kilinochchi.dist.gov.lk>