

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS
FOR
REGISTRATION OF SUPPLIERS TO SUPPLY
PROVISIONAL RATION ITEMS
YEAR 2019**

1. Applications for registration of suppliers to supply of provisional Items for the year 2019, can be downloaded through the web sites of Lanka Sathosa Ltd (www.lankasathosa.lk) from 30th November 2018 to 31st December 2018, free of charge or collect from the Procurement Division at 3rd Floor of under mentioned address by paying Rs.2,500/=.

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.

a. Suppliers/Institutions who are seeking registration should provide certified copies of under mentioned legal documents (along with other documents) with the application.

- Limited Liability Companies - Company Registration.
- Other institutions - Business Registration Certificates.
- Individual Businessmen – Business Registration
- Legal Right to Supply the Goods (Signatory of the Business is certified by an Attorney at Law)
- Details of experiences involve in similar nature businesses.
- Details of availability of Ware Houses and Transport.

b. 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.

c. Cash Deposit Slip issued for payment of Registration Fee.

4. Duly completed Application Forms together with all the necessary documents should be hand delivered to the Procurement Division at 3rd Floor at under mentioned address to reach on or before 31st December 2018.

Lanka Sathosa Ltd,
No.27, CWE Secretariat Building
Vauxhall Street,
Colombo 02.

General Instructions to the Applicants

5. A Registration Fee of Rs. 30,000.00 (Rs. Thirty Thousand) will be charged from an applicant (each application).

If a requisition is made to register by a Local Agent in respect of more than one principal, a separate application should be submitted for each such principal (reference Para 9 of the application form).

Registration Fee and the Tender Fee should be paid to the Accountant, Finance Division of Lanka Sathosa Ltd at 3rd Floor of the Lanka Sathosa Head Office at the above mentioned address.

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

7. Please write N/A (not applicable) against any statement that does not applicable to the applicant.

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

10. The **Ministry of Trade, Consumer Affairs and Cooperative Development and Christian Affairs** /Lanka Sathosa Ltd will not be held responsible for any mistakes or oversight of the applicants.

11. Further information/clarifications in respect of the Registration of Suppliers for Supply of Provisional Ration Items to Lanka Sathosa Ltd for the year 2019 can be obtained from following Officers. (During office hours only)

DGM (Procurement) or Senior Manager (Procurement) – Lanka Sathosa Ltd.

Telephone : DGM (Procurement) - 011- 2307526 : 071- 4501402
Senior Manager (Procurement) - 011- 2307542 : 077- 3487075

Fax : - 011- 2307529

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

13. Supplier should hold stock on behalf of the Purchaser as required and all suppliers will agree automatically to provide at least 15 days credit facility when they register under Lanka Sathosa Ltd for Supply of Provisional Ration Items.

14. Sealed Bids/Quotations will normally be called weekly or as per the requirement from the registered suppliers under Competitive Bidding method, in accordance of the Government Procurement Guidelines. However, the Lanka Sathosa Ltd reserves the right to call Bids/Quotations from a short-listed supplier or from any other supplier, when it is necessary.

15. A board appointed by the Lanka Sathosa Ltd on behalf of the Ministry of Trade, Consumer Affairs and Cooperative Development and Christian Affairs 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.

16. Suppliers who are qualified to be registered are liable to sign a Contract Agreement with Lanka Sathosa Ltd for Supply of Provisional Ration Items to Lanka Sathosa Ltd for the year 2019.

17. Registration is liable to be canceled without notice of those suppliers who fail to quote even “No quote” quotations during 3 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 standard specifications (SLS/ISO/ITI) differs from the approved samples.

18. The list of Registered Suppliers/Contractors which was maintained to purchase Provisional Ration Items to Lanka Sathosa Ltd for the year 2018 will become non-operative after issuing the list of **Registered Suppliers for Supply of Provisional Ration Items to Lanka Sathosa Ltd for the year 2019.**

19. Authority to take final decisions on Registration of Suppliers to Supply Provisional Ration Items to Lanka Sathosa Ltd for the year 2018 is vested with Chairman Lanka Sathosa Ltd, on behalf of the **Secretary Ministry of Trade, Consumer Affairs and Cooperative Development and Christian Affairs.**

Chairman
Lanka Sathosa Ltd
27, CWE Secretariat Building,
Vauxhall Street,
Colombo 02.