

# MORATUWA MUNICIPAL COUNCIL

## REGISTRATION OF SUPPLIERS FOR THE YEAR 2022

Applications are invited for the registration of suppliers engaged in business within the Western Province, for the provision of the under-mentioned goods and services. Envelopes should be marked "**Registration of Suppliers for the Year 2022**" at the left hand top corner and could either be sent by registered post addressed to "**Municipal Commissioner, Moratuwa Municipal Council**" or personally delivered to be received at or before 3.00 p.m. on 20.12.2021.

S/No.	Goods and Equipment
01.	Office stationery (including computer papers and exercise books)
02.	Printing Works (Printed Forms, Books and Documents)
03.	Library Books, Magazines and Newspapers
04.	Rubber Stamps and Date Stamps
05.	Vehicle and Animal License Plates
06.	Notice Boards, Name Boards, Cut outs, Banners, Stickers
07.	Textile Materials required for Uniform
08.	Rain Coats, Gum Boots, Shoes, Safety Shoes, Socks etc.
09.	Tyres, tubes and rim tapes
10.	Vehicle Batteries
11.	Vehicle spare parts and accessories for cabs, tractors, backhoe loaders, skid loaders, three wheelers, etc.
12.	Supply of Lubricants for Vehicles
13.	L.P. Gas
14.	Materials and Equipment related to Cleaning Activities (Ekel Brooms, Brooms, Brushes, Rugs, Cane Baskets, Plastic Waste Paper Baskets, Vim, Harpic, Soaps, Pynol, Lysol, Rubber Gloves and Torch Batteries, Polythene Bags etc.)
15.	Laboratory and Clinical Equipment and Materials
16.	Disinfectants, Masks, Gloves etc.
17.	Varieties of Plants, Fertilizer, Chemicals etc required for Landscaping
18.	Grass Cutting Machine and Accessories
19.	Office Equipment – Wooden, Steel, Plastic Furniture (Filing Racks, Almirahs, Tables, Chairs, Cabinets etc.)
20.	Office Electrical Equipment (Adding Machines, Electric Fans and Electric Kettles etc.)
21.	Supply of Air Conditioners
22.	Supplying and Servicing of Attendance Marking Machines and CCTV Cameras
23.	Supply of Computers and related Accessories
24.	Printers, Photocopiers, Fax Machines and Duplicating Machines
25.	Toners and Ribbons for Printers
26.	Accessories and Materials required for the supply of electricity services (Wires, Switches, Bulbs, Plugs etc. and Street Lamp Equipment)
27.	Installation and Maintenance of Solar Power System
28.	Fire Extinguishing Equipment Sets, Fire Extinguishing Materials, Fire Fighting Safety Kits (Dress)
29.	Pre-School Equipment and All kinds of Sports Equipment
30.	Varieties of Paints and related materials and equipment
31.	General Store items (Building Construction Materials including Iron, G.I. Pipes and Iron Rods)
32.	Building Materials (Clay, Bricks, River Sand, Sea Sand, Earth, Metal (¼" – 1 ½"), Gravel etc. ABC including Road Maintenance Materials)

33.	Hume Pipes and Concrete Posts, Corner Stones, Interlock Blocks, Cement Blocks, Metal, Concrete related Goods and Concrete Mixers
34.	Cement
35.	Tiles, Granite, Titanium and related materials
36.	Glass and Glassware, Glass Products
37.	Tar and Colas, Premix
38.	P.V.C. Equipment, G.I. Plumbing Accessories, Goods and Spare Parts, Plastic Water Tanks, Sanitary Spare Parts, Compost Barrels
39.	Supply of Timber (Planks, Rafters, Reefers etc.)
40.	Equipment related to Building Construction (Ladders, Grill, Hammers, Brushes etc.)
<b>SERVICES</b>	
41.	Servicing of Photocopiers
42.	Servicing of Vehicles
43.	Complete Repairing of Vehicles, Machinery and Equipment
44.	Retreading of Tyres
45.	Weaving of Chairs, Cushioning and Repairs (Including Cushioning of Vehicle Seats)
46.	Stitching of Uniforms
47.	Repairing, Servicing and Maintenance of Air Conditioners
48.	Repairing of Generators
49.	Repairing of Computers
50.	Computer Software Designing and Supply
51.	Computer Network Installation and Maintenance
52.	Repairing of Printers, Photocopiers, Fax Machines, Roneo Machines etc.
53.	Repairing the Intercom System and Telephone Lines
54.	Supply of Festival Goods and Equipment, Loudspeakers/ Amplifier Sets – (Should be suppliers around the Council)
55.	Supply of Vehicles on Hire basis – Tractors, Passenger Transport, Tipper Trucks, Compactors, Gully Bowsers, Tree Cutting Machinery and the Machinery required at times of emergency
56.	Supply of Transport Services including Passenger Transport, Transport of Construction Materials
57.	Supply of Services required for Road Maintenance, Motor Graders, Backhoe Machines
58.	Cutting of Trees
59.	Repairing of Crematoriums
60.	Pest Control Services (Rats, Termites, Cockroaches etc.)
61.	Provision of Translation Services
62.	Provision of Legal Services
63.	Licensed Surveyor Services
64.	Veterinary Services – Animal Sterilization etc.
65.	Chartered Engineering Services (Consultancy Services)

The detailed leaflet containing the conditions and criterion and the application issued by the Council can be obtained by downloading from the [www.moratuwa.mc.gov.lk](http://www.moratuwa.mc.gov.lk) website or by requesting via email address [itu.moratuwamc@gmail.com](mailto:itu.moratuwamc@gmail.com) and can be inspected free of charge by calling over at this office and only the suppliers who can fulfil them should apply for registration. The registration fee will be **Rs. 1750/=** for each category. The registration fee may be paid to the Shroff of this office on working days of the week between **9.00 a.m. and 3.00 p.m.** and obtain a receipt or may be paid by cheques drawn in favour of "**Municipal Commissioner, Moratuwa Municipal Council**".

**S.D. Thewarapperuma**  
**Municipal Commissioner**  
**Municipal Council**  
**Moratuwa**

**At the Office of the**  
**Moratuwa Municipal Council**

**Tel. Nos. 011-2645251, 011-2645383**

12.11.2021

**Registration of Suppliers for the Moratuwa Municipal Council – 2022**

### Conditions

- Applications for registration of suppliers will be received only up to 3.00 p.m. on 20.12.2021.
- A duly perfected application mentioning the goods / services and relevant category numbers for which registration is sought should be submitted.
- Registration fee a supplier has to pay for each category is Rs. 1750.00. If intending to get registered for several categories, registration fee should be paid for each category at the rate of Rs. 1750/- each. The registration fee may be paid to the Shroff of this office in cash on working days between 9.00 a.m. and 3.00 p.m. or may be paid by a cheque drawn in favour of the "Municipal Commissioner, Moratuwa Municipal Council".

- Quotations are generally invited from registered suppliers for year 2022 and quotations submitted should be kept firm for at least six (06) months. Council reserves the right to call for quotations and obtain goods / services from suppliers other than registered suppliers at times of necessity.
- Suppliers should carry stocks for us and when the suppliers are registering with the Moratuwa Municipal Council all suppliers should agree to provide a credit period of at least 60 days.
- Goods ordered should be delivered to the Municipal Council Stores. Transport charges will not be paid.
- Council reserves the right to take the final decision regarding registration of suppliers for year 2022.

### Criteria required of the Suppliers seeking Registration with the Moratuwa Municipal Council

- Copy of the Business Registration Certificate should be submitted with the application.
- If registered for VAT, a copy of the VAT Registration Certificate should be submitted.
- Registration with the Western Provincial Council as a Motor Garage will be a special qualification with regard to repairing of vehicles and should have provided services to at least five state institutions.
- Quotations will not be called from suppliers who fail to respond in two simultaneous occasions.
- Registration of Suppliers who fail to supply goods after the order is placed and of those who supply goods and services of inferior quality will be cancelled and blacklisted.

**Municipal Commissioner**  
**Moratuwa Municipal Council**

**MORATUWA MUNICIPAL COUNCIL**

**Application for supplier registration - 2022**

- 1. Applicant/Supplier Name : .....
- 2. Address : .....
- 3. Telephone Number : Land - ..... Mobile - .....  
Fax - .....
- 4. E – mail address : .....
- Web address : .....
- 5. Business Registration No. : .....
- 6. Vat No. : .....
- 7. Expecting supply category to be registered (as per paper notice)

<u>Category No.</u>	<u>Supply category</u>
Ex:- 01	Stationary
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

I here with certify above statements are true and correct.

.....  
Applicants signature  
  
Stamp

Official use only

Category No.       .....

Amount paid :- Rs. .... Cheque No/Date :- .....

Bank name/branch :- .....

Receipt No :- BC..... Date :- .....