



Registration of Suppliers, Contractors, Service Providers and Professionals for the Year 2025

Applications are invited from reputed Suppliers/ Contractors, Service Providers & Professionals who wish to register themselves
With Merchant Bank of Sri Lanka and Finance PLC for the Procurement of goods, works & services for the year 2025

Group No.			
1.0. OFFICE EQUIPMENT/MACHINES			
1.1	Franking machines	1.8	Calculators
1.2	Digital copy machines	1.9	Note counting machines
1.3	Time & Date stamping machines	1.10	Multi Media Project
1.4	Shredder machine	1.11	Signature Verification/ ultra violet lamps
1.5	Weighing scales	1.12	Sound Systems
1.6	Fax machines	1.13	Any other type of office equipment
1.7	Electronic type writers		
2.0. FURNITURE & FITTINGS			
2.1	Wooden	2.6	Wall Cladding
2.2	Steel	2.7	Interior & Partitioning
2.3	Fiber Glass	2.8	Any other type of Furniture
2.4	Aluminum	2.9	Workstations
2.5	Revolving Steel chairs	2.10	Refurbishment/ Renovations/ Repairs
3.0 PLANT & MACHINERY			
3.1	Generators	3.4	Refrigerators
3.2	UPS & Batteries	3.5	Any other type of Plant & Machinery
3.3	Air - Conditioners		
4.0 ELECTRICAL APPLIANCES/ EQUIPMENTS AND ACCESSORIES			
4.1	Television & TV Stand		
4.2	Vacuum Cleaners/ Floor polisher		
4.3	Table, Pedestal, Ceiling, Wall Fans/Voltage Stabilizers		
4.4	Electrical Wiring Equipment, Fitting & Fixtures		
4.5	Any other type of Electrical Appliances/Equipments		
5.0 SECURITY ITEMS			
5.1	Explosive/ Metal Detectors		
5.2	Vehicle Inspection Mirrors, Security Alarm System		
5.3	CCTV (Closed Circuit Television) Systems		
5.4	Access systems/ Time attendance systems, Finger print machines		
5.5	Fire Extinguishers and Refilling		
5.6	Fire Alarm & Fire fighting Accessories & allied Products		
6.0 SAFES			
6.1	Main Bank Safes	6.4	Drop Safes
6.2	Pawning Safes	6.5	Time Locks
6.3	Vault Doors	6.6	Fire Resistant Filing Cabinets (FRFC)
7.0 PAWN BROKING			
7.1	Testing Stones	7.4	Electronic Weighing Scales
7.2	Nitric Acid and related chemicals	7.5	Density Meters
7.3	Gold Specimen	7.6	Magnifying Glasses
8.0 COMPUTER EQUIPMENT/HARDWARE AND RELATED ITEMS			
8.1	Computers	8.6	POS Terminals
8.2	Laptops/ Note Books/ipads	8.7	Data Communication & Security
8.3	Printers		Equipment & Accessories
8.4	Scanners	8.8	Any other type of Computer Equipment
8.5	Computer Accessories		and Hardware
9.0 IT SOFTWARE SYSYEM			
9.1	Application System	9.5	Software Upgrade
9.2	Data Transmissions	9.6	Database
9.3	Security Solutions	9.7	Any other type of Computer Software
9.4	Operating Systems		
10.0 COMMUNICATION EQUIPMENT & ACCESSORIES			
10.1	Telephones / IP Phones	10.5	Wide Area Network (WAN)
10.2	Mobile Phones	10.6	Data/ Voice/ Power Cabling
10.3	PABX and related accessories	10.7	Infrastructure as a Service (IAAS), Software as a
10.4	Local Area Network (LAN)		Service (SAAS) & Platform as a Service (PAAS)
11.0 COMPUTER CONSUMABLES			
11.1	Printing Ribbons		
11.2	Paper Rolls for ATM Printers (Impact & Thermal Paper rolls)		
11.3	CDs/ DVDs Magnetic Tape Cartridges, Flash Drives		
11.4	Toner Cartridges, Conductors for Laser Printers (Colour & Black) and Digital copiers		
11.5	Type Writer Ribbons & Lift off tapes		
11.6	Any Other type of Computer Consumables		
12.0 PRINTED MATTER			
12.1	Forms	12.9	Brochures
12.2	NCR Forms	12.10	Computer Forms
12.3	Envelopes	12.11	Company Letter Heads
12.4	Registers	12.12	Periodicals/ Magazines
12.5	Carrier Envelopes	12.13	Digital, Flex, Corrugated Board Printing
12.6	Book binding	12.14	Offset and Digital Papers/ Board Printing
12.7	Visiting Cards	12.15	Any Other type of Printed Matters
12.8	Laminating		
		13.0 SECURITY	
13.1	Direct Mailers with date	13.5	Account Statements (with data printing)
13.2	Fixed Deposit Certificates	13.6	Savings Pass Books
13.3	Office ID Cards	13.7	Any other type of security printing
13.4	Credit and Debit Cards		
		14.0 SUNDRY & STATIONERY	
14.1	Papers (Photocopy, typing, conqueror, ledger, foolscap, stickers, Bristol/ Box boards etc.)		
14.2	All types of Sundry & Stationery (Files, Plastic folders, etc.)		
		15.0 COMPLIMENTARY, PUBLICITY MATERIAL & GIFT ITEMS (BRANDED)	
15.1	T- Shirts	15.7	Mugs, Flasks
15.2	Tills	15.8	Book sets/ Accessories
15.3	Caps	15.9	Children Bicycles
15.4	Toys	15.10	Clock and Watches
15.5	Umbrellas	15.11	Any other type of gift items
15.6	School and Traveling Bags		
		16.0 BUILDING/ ELECTRICAL CONTRACTORS	
16.1	General Building Contractors		
16.2	Metal roofing systems		
16.3	Aluminum works		
16.4	Water Proofing Systems		
16.5	Repairs to concrete structural elements		
		17.0 IT SYSTEMS/ EQUIPMENT REPAIR, SERVICE & MAINTENANCE	
		18.0 NAME BOARDS	
		Light Boards, Flex Boards, LED Panels, Hoarding/ Bill boards, Gantries, Pylon and Branch Brand-ing	
		19.0 LANDSCAPING, SUPPLY OF FLORA, MAINTENANCE OF GARDENS & SUPPLY OF FLOWER POTS/VASES	
		20.0 TYRES, TUBES & BATTERIES FOR VEHICLES	
		21.0 SUPPLY OF BRAND NEW MOTOR VEHICLES/ MOTOR CYCLES/SCOOTERS	
		22.0 SERVICES	
22.1	Auctioning	22.13	UPS Service
22.2	Tea Service	22.14	Catering Service
22.3	Pest Control	22.15	Disposal of discarded/obsolete stationery,
22.4	Upholstering		documents & furniture
22.5	Call Centre services	22.16	Hiring of furniture, temporary sheds, canopies etc.
22.6	Aquarium Service	22.17	Hiring Vehicles & Transport Service
22.7	Valuation	22.18	Shifting of iron safes, Office Furniture Equipments
22.8	Laminating/ Scanning		Movers etc.
22.9	Archiving	22.19	Painting of Furniture, Polishing of Furniture
22.10	Supply of News Papers	22.20	Facilitating write Executions and Auctions
22.11	Any other type of services.	22.21	Investigation Officers
22.12	Vehicle Service		
		23.0 REPAIRS	
23.1	Furniture	23.11	Office Machines-Office Equipment/
23.2	Ledger/ Book binders		Electronic Office Equipment
23.3	Motor Vehicles	23.12	Personal Computers, Computer
23.4	Office & household appliances		Equipment and related items
23.5	Plant & Machinery	23.13	All types of Electrical Rewiring and
23.6	Generators		Repairs / Plumbing
23.7	Water Pumps	23.14	Solar Panels, Power conditions
23.8	UPS	23.15	Any other type of repairs
23.9	Air- Conditioners		
23.10	Safes		
		24.0 CONSULTANCY SERVICES	
24.1	Legal	24.7	Architectural
24.2	Accountancy	24.8	Interior Designing .
24.3	Tax	24.9	Land Surveying
24.4	IT	24.10	Land Development
24.5	Human Resources	24.11	Engineers (Land Development)
24.6	Procurement	24.12	Valuers (Real Estate/Motor Vehicles)
		25.0 ADVERTISING	
25.1	Promotional Campaigns	25.6	Social Media Advertising
25.2	Event Management	25.7	Designing (Artwork)
25.3	Indoor/Outdoor Advertising	25.7	Any Other Advertising
25.4	Press & Electronic Media	25.9	Corporate Social Responsibility Projects
25.5	Digital Advertising		

Application for registration should show written proof of :

- Registration should be under the Business Names and the business registration should be on or before 01.01.2022 (3 years experience)
- Having undertaken and satisfactorily executed order for similar supplies and service from Government Departments, Statutory Boards and reputed Private sector Institutions. Acceptable copies of purchase orders should be submitted for registration. (At least three years experience which is necessary for registration)
- Having financial and other resources to execute order of the respective works / services / goods. (It has to be supported through Audited Financial Statements/ bank reports).

Conditions

- The Prospective suppliers of repairable /Serviceable items such as Machinery and relevant equipment should have workshop facilities of their own to effect repairs whenever necessary.
- The Prospective suppliers who fail to quote promptly when requested or fail to make deliveries/provide services on time and in conformity with specifications / samples or as prescribed in the purchase order or who supplied substandard goods are liable to be expunged from the register.
- Quotations for supply of items/providing services will normally be invited from the list of Registered Suppliers. However the Bank reserves the right to invite quotations and purchases from any other sources or register new suppliers as an when necessary.
- If registration is sought for more than one group of items, a separate application should be submitted for each group by paying in cash (non- refundable) Rs.5,000/- per application.
- If spouses or children of employees of the Bank are Applicants/ Proprietor/ Partners/ Directors of Companies, such Applicants/Suppliers/Contractors/ Service Providers are not eligible to apply for registration.
- The Bank reserves the right to accept or reject any application for registration without adducing any reason.

Application should be made on the prescribed set of forms from Support Service Division (14th Floor) on payment of a non-refundable fee of Rs.5,000/- in cash per application for each group items. Prospective applicants are required to produce a letter of request on a letterhead mentioning the service and the number of the category, according to this paper Advertisement. Application forms can be examined free of charge.

Acceptance of cash and issue of set of Application Forms : Between 9:00 am and 4:00 pm on week days of the Bank from 18th November 2024 to 11th December 2024.

Duly filled Applications preferably bound in separate files or sealed envelopes only and marked “**Registration of suppliers, Contractors, Services Providers and Professionals for the year 2025**” on the top left hand corner of the envelop should be addressed to Chief Manager Support Services and hand over or registered post at the under mentioned address on or before 27th December 2024 before 4.00.p.m.

Support Services-Merchant Bank of Sri Lanka & Finance PLC
Level 14, BOC Merchant Tower, # 28, St. Micheal’s Road, Colombo - 03.
Tel: 011 4 711 711 – Ext. 1646 / 1720