



Sri Lanka Atomic Energy Regulatory Council Registration of Suppliers for the Year 2024/ 2025



Applications are hereby invited from recognized business organizations/institutions/persons that are willing to apply for the registration as supplier fill **31st December 2023** in order to supply the following goods and services to the Sri Lanka Atomic Energy Regulatory Council situated at No. 977/18, Kandy Road, Bulugaha Junction, Kelaniya for the period of 2024 / 2025.

Item No.	Sub Item No.	Description
1		Office Equipment
	1.1	Office furniture and all kind of steel, plastic and MDF chairs
	1.2	Office equipment and accessories – Fans, Computers, Printers, Photo copiers, Fax machine, Calculators, UPS etc.
2		Stationeries and Consumable Items
	2.1	All kind of stationeries and office consumable items
	2.2	Computer toner, ribbon, cartridge, laptop battery, UPS battery and computer accessories
	2.3	Cleaning materials i.e. soap, car wash, detergent powder etc.
	2.4	Printing works
	2.5	Printing and supply of name boards, notice boards, posters and banners
	2.6	Supply of official identity cards and other admission cards etc.
	2.7	Supply of hardware items
	2.8	Supply of electrical items
	2.9	Supply of rubber stamps, date stamps etc. / key cutting
	2.1	Supply of clothing for uniforms
	2.11	Supply of Shoes and socks for uniforms
	2.12	Supply of uniforms
3		Scientifically Equipment
	3.1	Supply of scientifically equipment
	3.2	Supply of radiation measurement equipment
	3.3	Supply of consumable laboratories
4		Repairing
	4.1	Repair of office equipment
	4.2	Repair of computers and supply of service
5		Supply of Vehicles and Repairing
	5.1	Supply of vehicles on daily rental basis along with drivers and fuel
	5.2	Supply of vehicles on monthly rental basis without drivers and fuel
	5.3	Supply of Lorries for the transportation of goods
	5.4	Supply of Buses with / without air conditioned
	5.5	Supply of spare parts for vehicles including batteries and tyres
	5.6	Repairing of vehicles and air conditions
6		Other Services
	6.1	Supply of foods for official ceremonies (short eats, tea, lunch and deserts etc. on buffet basis and as boxes)
	6.2	Partitioning
	6.3	Polishing the furniture and carpentry works
	6.4	Repairing of water supply and drainage lines
	6.5	Supply of stage chairs, exhibition stalls and tents
	6.6	Welding Services
	6.7	Supply of air conditioner machines & Sound system for training course

Instructions & Conditions

1. The business should be registered in Sri Lanka
2. The right of calling quotations from the suppliers who are registered with the council is belonging to the Regulatory Council
3. Applications for each item should be separately submitted, sub items can be included in the same application submitted for a item.
4. A supplier who failed to submit the quotations in two occasions when calling the quotations or unable to supply the goods and services on specified standards or failure to supply the services on acceptable quality, the names of such supplier will be deleted from the register without prior notice.
5. The correctly filled applications with copies of related certificates should be forwarded by registered post or by hand, stating as **“Registration of Supplier 2024 / 2025”** on the top left hand corner of the envelope, to reach the under mentioned address on or before **31st December 2023** at 2.30 p.m. The right of accepting or rejecting the applications receiving after this date is belonging to the Atomic Energy Regulatory Council.
6. The person who is willing to apply for the registration should prepare the applications giving correct information based on the specimen given as **Annex – 1**. A copy of certificate of business registration and if available, a copy of certificate of registration for Value Added Tax (VAT) should be attached to the applications. **Only one certificate of registration is sufficient to be submitted for institutes which submit more than one applications.**