



# 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

- Television & TV Stand
- Vacuum Cleaners/ Floor polisher
- Table, Pedestal, Ceiling, Wall Fans/Voltage Stabilizers
- Electrical Wiring Equipment, Fitting & Fixtures
- Any other type of Electrical Appliances/Equipments

### 5.0 SECURITY ITEMS

- Explosive/ Metal Detectors
- Vehicle Inspection Mirrors, Security Alarm System
- CCTV (Closed Circuit Television) Systems
- Access systems/ Time attendance systems, Finger print machines
- Fire Extinguishers and Refilling
- 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

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|-------------------------------|---|
| 8.1 Computers                 | 8.6 POS Terminals   |
| 8.2 Laptops/ Note Books/ipads | 8.7 Data Communication & Security Equipment & Accessories |
| 8.3 Printers                  | 8.8 Any other type of Computer Equipment and Hardware     |
| 8.4 Scanners                  |   |
| 8.5 Computer Accessories      |   |

### 9.0 IT SOFTWARE SYSEM

- |                        |   |
|------------------------|---|
| 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 Service (SAAS) & Platform as a Service (PAAS) |
| 10.4 Local Area Network (LAN)     |  |

### 11.0 COMPUTER CONSUMABLES

- Printing Ribbons
- Paper Rolls for ATM Printers (Impact & Thermal Paper rolls)
- CDs/ DVDs Magnetic Tape Cartridges, Flash Drives
- Toner Cartridges, Conductors for Laser Printers (Colour & Black) and Digital copiers
- Type Writer Ribbons & Lift off tapes
- 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

- Papers (Photocopy, typing, conqueror, ledger, foolscap, stickers, Bristol/ Box boards etc.)
- 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

- General Building Contractors
- Metal roofing systems
- Aluminum works
- Water Proofing Systems
- 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 Branding

### 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

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|-----------------------------------|--|
| 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, documents & furniture |
| 22.4 Upholstering                 | 22.16 Hiring of furniture, temporary sheds, canopies etc.              |
| 22.5 Call Centre services         | 22.17 Hiring Vehicles & Transport Service                              |
| 22.6 Aquarium Service             | 22.18 Shifting of iron safes, Office Furniture Equipments Movers etc.  |
| 22.7 Valuation                    | 22.19 Painting of Furniture, Polishing of Furniture                    |
| 22.8 Laminating/ Scanning         | 22.20 Facilitating write Executions and Auctions                       |
| 22.9 Archiving                    | 22.21 Investigation Officers   |
| 22.10 Supply of News Papers       |  |
| 22.11 Any other type of services. |  |
| 22.12 Vehicle Service             |  |

### 23.0 REPAIRS

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|------------------------------------|---|
| 23.1 Furniture                     | 23.11 Office Machines-Office Equipment/ Electronic Office Equipment |
| 23.2 Ledger/ Book binders          | 23.12 Personal Computers, Computer Equipment and related items      |
| 23.3 Motor Vehicles                | 23.13 All types of Electrical Rewiring and Repairs / Plumbing       |
| 23.4 Office & household appliances | 23.14 Solar Panels, Power conditions                                |
| 23.5 Plant & Machinery             | 23.15 Any other type of repairs                                     |
| 23.6 Generators                    |   |
| 23.7 Water Pumps                   |   |
| 23.8 UPS                           |   |
| 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 standard 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 (14<sup>th</sup> 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 18<sup>th</sup> November 2024 to 09<sup>th</sup> 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 16<sup>th</sup> 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