



Registration of Suppliers and Contractors - Year 2027

District Secretariat - Galle

Applications will be received by me between **9.00 a.m. and 3.00 p.m. from 01.10.2026 to 30.10.2026** for the Registration of Suppliers and Contractors for the Works, Supplies and Services stated below, during the year **2027** to the Galle District Secretariat and to 22 affiliated Divisional Secretariats.

SUPPLIES

Subject Number and Subject Details

1. Stationery and Office Requisites (Computer Paper, Roneo Paper, Fax Rolls and CDs, Printer Toner, Printer Ribbons, Photocopier Cartridges, etc.)
2. Office Equipment (Printers, Photocopiers, Roneo Machines, Digital Duplo Machines, Fax Machines, Projectors and Projector Screens, etc.)
3. Office Furniture (Wooden, Steel and Plastic)
4. Computers, Computer accessories and Networking accessories
5. Domestic Electrical Equipment (Television Sets, Sewing Machines, Refrigerators, Washing Machines, etc.)
6. Generators
7. Door Window Curtains, Bed Sheets, Uniform Material
8. Beauty Culture Equipment
9. Office Bags
10. School Equipment (Bags / Shoes, etc.)
11. Sport Goods and Body Building Equipment
12. Musical Instruments (Eastern/Western)
13. Tyres, Tubes and Batteries for Vehicles and Vehicle Wheel Alignment Work
14. Vehicle Spare Parts
15. All kinds of Building Materials (Raw Materials required for Constructions / Electrical / Plumbing Accessories, etc.)
16. Supply of Bottled drinking Water and Water Dispensing (Filters) Equipment
17. Construction and Industrial Machinery (Grills / Grinders / Water Motors / Grass Cutting Machines, etc.)
18. Fishing Tools (Fresh Water / Sea Water)
19. Airconditioners
20. CCTV Camera Systems
21. Loud Speaker Systems and Loud Speaker Equipment
22. Preparation of Office Identity Cards
23. Agricultural Equipment
24. Equipment and Raw Materials required for Mushroom Cultivation
25. Intercom Systems
26. Library Books
27. Children's Park, Amusement Park Equipment (Swings / Sliding Stands / Seesaws, etc.)
28. Plants and Seed Varieties (Seed Paddy / Planting Crops / Fruits / Vegetable Plants and
29. Kitchen Equipment (Buffet Sets / Aluminium Goods / Porcelain Goods / Glassware, etc.)
30. Animals (Goats / Chicken / Cattle, etc.)
31. Summer Huts and Canopy Huts
32. Curtaining and Stitching of Curtaining
33. Equipment required for various domestic Industries (Condiment Grinding Machines / Steamers / Polythene Sealers / Electric Scales, etc.)
34. ~~Health Safety Equipment and Chemicals~~
35. Raw Materials required for Handicraft Industry (Clay, Rattans, Ornamental Goods)
36. Suppliers of Reed
37. Suppliers of Rope Making Machines and Rope related products
38. Equipment related to Bakery Industry
39. Kithul Industry related Products and Equipment
40. Masks Industry related Products and Machinery and Equipment
41. Concrete Posts / Flower Pots and Moulds / Compost Bins
42. Suppliers of Timber
43. Carpentry Industry related Machinery, Equipment and Raw Materials
44. Suppliers of Ceramic Good Products
45. Suppliers of Weighing and Measuring Equipment
46. Suppliers of Handloom Yarn and Machinery and Equipment

SERVICES

Subject Number and Subject Details

47. Repairs to Vehicles } Should only be within the Galle District
48. Servicing of Vehicles }
49. Fixing of Vehicle Seat Covers and Cushioning Work
50. Installation of Vehicle Electrical Systems, Vehicle Sticking Work, Audio / Video Recorders, Reverse Cameras, Remote Controllers Repair Work, etc.
51. Auto Airconditioning Work
52. Printing Work and Book Binding Work
53. Preparation of Rubber Seals, Name Boards, Badges, Drawing of Banners, Commemorative Plaques and Stone Sculptures
54. Provision of Office Cleaning and Sanitary Services
55. Repairs to Office Wooden Furniture, Cushioned Chairs and Cushioning Work
56. Repairs to Computers and Computer related accessories
57. Supply of Laptop Computers, Multimedia Projectors, Multimedia Projector Screens and related equipment on hire basis
58. Provision of Security Services
59. Welding Work (Repairing and Servicing related to Aluminium, Iron, Brass, Plastic, etc.)
60. Repairing and Servicing of all Office Equipment including Printers, Photocopiers, Roneo Machines, Digital Duplo Machines, Fax Machines and Typewriters, etc.
61. Improvements to Electrical Systems and Repair Work
62. Repairing and Servicing of Airconditioners
63. Repairing and Servicing of Generators
64. Repairing and Servicing of Electric Lifts
65. Repairing and Servicing of CCTV Cameras

66. Repairing and Servicing of Loud Speaker Systems
67. Maintenance and Servicing of Fire Protection Systems
68. Electrical Lighting Accessories and Services
69. Supply of Festival Goods (Tables, Chairs, Canopy Huts and Stages)
70. Supply of Food and Beverages (Breakfast, Lunch and Dinner / Bakery Foods / Sweetmeats / Fruits, etc.)
71. Supply of Dancing Troops
72. Cleaning of Door and Window Curtains
73. Construction of Tube Wells
74. Aluminium related Services and Repair Work (Partitioning, Doors, Windows, Showcases, Ceiling, Pantry Cupboards, etc.)
75. Supply of Vehicles, Machinery and Equipment and Materials required for Construction and Development Work on hire basis
76. Supply of Vehicles on Hire basis (Cars, Vans, Double Cabs, Lorries, Buses, etc.)
77. Supply of Food, Beverages and lodging facilities for Tourists
78. Photographing, Audio Recording, Videoing services on hire basis
79. Event Management

Construction and Development

Subject Number and Subject Details

78. Building Constructions, Improvements and Repairs (CIDA registered Institutions)
79. Road Development and Repairs (CIDA registered Institutions)
80. Playground and Pavilion Development work (CIDA registered Institutions)
81. Tanks and Irrigation Development work (CIDA registered Institutions)
82. Construction of New Bridges and repairs to Bridges (CIDA registered Institutions)

Instructions and Conditions

- 1) The application should be self-prepared on 240mm x 297mm (A4) size paper entering the details stated below compulsorily. Or else, the Application Form can also be obtained from the Procurement Management Division of the District Secretariat, Galle up to **30th October 2026** on working days between **9.00 a.m. and 3.00 p.m.** It also can be downloaded from the Website - **www.galle.dist.gov.lk** under Downloads.
 - 1.1 Name of Business / Contractor / Supplier :
 - 1.2 Address :
 - 1.3 Registered Number :
(Should submit a photocopy of the Certificate)
 - 1.4 Telephone No : Fax No :
WhatsApp No : Email Address :
 - 1.5 Number and Date of Cash Receipt / Govpay Receipts :
 - 1.6 Nature of Business (Manufacturer / Agent / Cooperative) :
 - 1.7 Details of Branches Established in the Southern Province, if any :
(Address, Contact Persons, Telephone Numbers)
 - 1.8 The Goods and Services to be registered
 - 1.8.1 Subject No :
 - 1.8.2 Subject Details :
 - 1.9 Prior experience in the supply of goods and services for which registration is sought: years
 - 1.10 Trade Name of the Item :
 - 1.11 VAT Number :
 - 1.12 Credit period that can be granted (Suppliers) :
 - 1.13 Number and Grade of Registration at CIDA (For Contractors) (Should submit a Photocopy of the CIDA Registration Certificate)
 - 1.14 Date and Signature and Official Seal of the Supplier / Contractor :
- 2) All Applications should be sent by Registered Post addressed to **District Secretary, District Secretariat, Galle** to be received before **3.00 p.m. on 30.10.2026**. Or else it can be delivered personally to the Procurement Management Division of the District Secretariat to receive before the deadline.
- 3) The cover containing the Application should be marked **"Registration of Suppliers / Contractors - Year 2027"** at the left-side top corner.
- 4) Every Application should be accompanied with the Cash Receipt received from the Shroff of the Galle District Secretariat for the payment of an amount of Rs. 750/- or else the receipt obtained by making payments through **Gov.pay** must be attached and sent with the application. (For more details regarding payments through **Govpay**, please visit **www.govpay.lk**).
- 5) It is compulsory to submit a copy of the Business Registration Certificate with the Application and if there are any other such certificates relevant to your business, copies of such certificates should also be submitted. Further Contractors registered at CIDA should submit a copy of the updated Registration Certificate.
- 6) The Goods/Items purchased should be delivered to the District Secretariat, Galle / Divisional Secretariats, free of charge.
- 7) Normally, Quotations will be called for from the Registered Suppliers and Contractors when work / Supplies / Services are needed to be provided. However, I retain the right to call Competitive Quotations from Sources outside the registered list whenever such needs arise.
- 8) Names of Registered Suppliers / Contractors who fail to submit quotations when requested for, fail to make Supplies ordered within the required time frame or fail to Provide Goods or Services as per the samples and qualities provided will be deleted from the registered list under the rights vested in me.
- 9) District Secretary retains the right to either accept or reject any application submitted for Registration.
- 10) Any clarifications relevant to this can be obtained from the Accounts Division of the Galle District Secretariat on Tel. No. **091-4944812**.
- 11) It is also informed that procurement activities will be carried out through the **Electronic Government Procurement (EGP) System** starting from the Year 2027. Therefore, you are requested to visit **www.promis.lk** and Register as a Supplier

K.U. Chandralal
District Secretary/Government Agent,
Galle Administrative District.