

Electronic Government Procurement (eGP) System Details

Did you registered in Electronic Government Procurement (eGP - Promise.lk) System

Yes No

If "Yes" Please provide below Details.

13 Registration No :

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The details of category fees paid to the cashier

14 Category fees paid date :

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15 Total amount paid as category fee :

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16 Receipt No :

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17 Number of Sub Categories :

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Category Details

What are the categories for which registration is sought ? (Please indicate category numbers correctly)

No	Main Category	Sub Category 1	Sub Category 2	Item Description
Ex 1	18	18.1	-	Tor Steel (QT Bars) - Manufactures Only
Ex 2	7	7.3	7.3.2	Electrical Switches & Sockets
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Instructions

* The payments for registration fee should be made only for the main categories and if you are registered only to a sub category under the main category. It is required to indicated it clearly in the category sheet given (see example given in the table page 02)

* A prospective supplier who wishes to get registered for supply and services should pay a non - refundable registration fee **Rs. 2,500.00** for each **main category**. The method of payment could be pay to the cashier in Finance Division by cash. **For further inquiries & details: Deputy General Manager (Supplies) TP: 0112 866832/ 0112 863705-268.**

Application Form

* Along with the duly filled Application Form a copy of business registration, NIC Copies of Owners, the form of Listing the names of Directors for Private Limited Companies & VAT registration should be submitted. Civil contractors should also submit the CIDA registration certificate.

* If there is a VAT charge on invoices, you must have an active VAT account in accordance to IRD requirement.

* The applicants who are the manufacturer/owner of the registered trademark of the product trade mark owners or sole agent must attach an authorization letter issued by principal or relevant authority.

* You may register under categories specified in your business registration. You are not permitted register for categories not in your business registration.

* Documents for Registration of Suppliers & Contractors may be submitted to Supplies Division of SLLDC on any working day **until 31st December, 2025 between 9.00 a.m. to 3.30 p.m.** upon payment of non-refundable fee of above for each main category to the cashier in Finance Division by paying cash. For further inquiries & details, Please contact Deputy General Manager (Supplies) TP: 0112 866832/ 0112 863705-268 / 321.

* Each registration will be strictly evaluated based on the Nature of Business specified in the Business Registration.

* Registration may involve inspection in the Business premises if necessary, to ascertain whether applicant is a genuine dealer of the item/items for which registration is/are sought.

* Applicants will be registered after an evaluation of their qualifications and past performance. The decision of Department Procurement Committee of the corporation regarding the applications will be final.

* SLLDC may invite quotations for categories for which they supplier is registered. If a supplier fails to submit a quotation more than three times for registered category, SLLDC reserves the right not to invite that supplier for future requirements under the related category.

* When inviting the quotations, priority will be given to the registered suppliers. However, for but the SLLDC reserves the right to invite quotations from other suppliers also to effect purchases.

* Registered Suppliers who fails to quote when offers are invited, fails to deliver goods and services on time, or supply the goods that do not conform to the required specifications may be removed from the Register of suppliers without prior notice.

Please check before the submission of registration applications.

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|---|---|
| <input type="checkbox"/> Dully filled application form | <input type="checkbox"/> Details of Directors form / NIC Copies |
| <input type="checkbox"/> Business Registration / Company Registration | <input type="checkbox"/> VAT Certificate Copy (If Applicable) |
| <input type="checkbox"/> Authorization letters (Manufactures etc..) | <input type="checkbox"/> CIDA Registration Copies (If Applicable) |

I hereby confirm that I have read and understood the terms and conditions specified in the General Instruction issued with the application for Registration of Supplies / Contractors for the year 2026 by SLLDC.

 Signature of the Chief Executive officer / Proprietor
 Name :
 Date :
 (Please affix the Rubber Franks)

Office Use

Checked By Supplies Officer

Approved By :
 Authorised Officer