



BATTICALOA

**YOUNG MEN'S CHRISTIAN ASSOCIATION,
BATTICALOA**
REGISTRATION OF SUPPLIERS AND CONTRACTORS
FOR THE YEAR 2025

Applications are invited from Government Establishments, Cooperative Societies, Manufactures, Reputed Suppliers, Local Agents, Dealers and Contractors who wish to register themselves with the Young Men Christian Association, Batticaloa for the Supply of under mentioned items/works/services for **the Young Men's Christian Association, located at 26/4A, Boundary Road South, Batticaloa** for the year **2025**.

01. Stationeries and Office Consumable

- 1.1. Photocopy Papers, Computer Stationeries, typing sheets, File covers, CR Registers, Envelopes, Printing papers, Carbon papers, Brown paper, ruled paper, Notebooks, Drawing paper, etc.
- 1.2. Paper pins, Paper clips, Staplers, Stapler pins, Pen (ball point), Pencils, Chalk, Paper weight, Ink pad, Pad ink, Magi board pen, white Board, Smart board etc.
- 1.3. Photocopy Toners, Printing Toners, Computer Printer Ribbon, Fax Toner, Fax Cartridge, etc.
- 1.4. Date Stamp, Rubber Stamp, Plastic Name Board

02. Office Equipment

- 2.1. Calculators, Photocopy Machine, Communication Equipment, Fax Machine, Copy Printers etc.
- 2.2. Computers, Printers, UPS
- 2.3. Computer Software
- 2.4. Computer Hardware and Network accessories.
- 2.5. All kinds of Office Bags & Brief Case
- 2.6. Push Bicycles

- 2.7. CCTV Camera & Installation
- 2.8. Video Conference System
- 2.9. Pen drive
- 2.10. Hard Disk
- 2.11. Mobile phone
- 2.12. Intercom
- 2.13. cordless phone
- 2.14. Medical Items & Tools

03. Books and Periodicals

- 3.1. Books and Periodicals
- 3.2. News Papers

04. Office Furniture- Wooden/ Steel/Plastic

- 4.1. Filing Cabinets, Steel Cupboards, Office Table, Executive Chairs, Computer Chairs, Computer Tables, Lecture hall chairs, Glass Fronted Almirah. Bookshelf, Book Track, Plastic Chairs, Exam Tables (Foldable), Sofa etc.
- 4.2. Iron Safe, Petty Cash Box.
- 4.3. Water Dispensers

05. Hostel Furniture

- 5.1. Bunk Beds
- 5.2. Single Beds
- 5.3. Bedside Cupboards
- 5.4. Study Table and Chair
- 5.5. Mattress
- 5.6. Mattress Cover
- 5.7. Cloth Tracks
- 5.8. Hanger
- 5.9. Dressing Table
- 5.10. Mirror
- 5.11. Dining Table & Chairs
- 5.12. Iron Table

- 5.13. First aid Box
- 5.14. Dressing table

06. Electrical Goods and Appliances

- 6.1 Deep Freezers, Refrigerators
- 6.2 Air Conditioners
- 6.3 Clocks, Torchlight, Fan, Iron Box
- 6.4 Television, DVD Players, Cameras, Video Cameras, Voice Recorder.
- 6.5 Bulbs, Wires, Cables, Switches, Plug Tops, Holders and Other Electrical Goods, Street Lamps etc.
- 6.6 Food Warmer
- 6.7 Water Pump
- 6.8 Solar Light System
- 6.9 Speech room tools & Equipment
- 6.10 Air cooler
- 6.11 Table Lamp
- 6.12 Fire Lamp
- 6.13 Beater
- 6.14 Toaster
- 6.15 Grinder , Blender ,Mixer, Juice Maker ,Etc.
- 6.16 Multimedia Projector

07. Supply of Refreshment and Foods

- 07.1 Supply of Short Eats Beverages and Catering Services for Meetings, Seminars and Workshop.
- 07.2 Supply of Cooked Foods, Water Bottles, Soft Drinks
- 07.3 Meal, Food Packs, Parcels
- 07.4 Refreshments\
- 07.5 Desert (Ice cream, Yogurt, etc)

07.6 Dairy items

07.7 Vegetable & Meat

07.8 Grocery items

07.9 Baking items

08. Supply of Fuel and Gas

08.1 Diesel, Petrol, Kerosene Oil, Engine Oil

08.2 Gas Replacement

09. Procurement of Equipment, Accessories and Spare Parts for Motors and Vehicles

09.1 Motor & Vehicle Spare Parts

09.2 Vehicle, Motor Bicycle Batteries

09.3 Tyres and Tubes

09.4 Vehicle Equipment and Accessories.

10. Hardware and Plumbing Items

10.1 Steel, G.I sheets, Wire Nails, Bolts and Nuts, Screws, Wheel- Barrows, Crowbars, Taps, Ball Valves, Barbed wire etc.

10.2 Ply wood and PVC Doors, Ply wood sheets etc.

10.3 PVC Pipes, Fittings, Water Tanks etc.

11. Janitorial Items / Essential Items

11.1 Essential Items, Tile Cleaner, Air Freshener, Soap and Other Relevant Items

11.2 Mopper, Wiper.

11.3 Brooms, Ekel Brooms, Coir, and Coir Rugs, Brushes

11.4 Shovel, Rake, Grass cutter, Ladder, Wheel barrow etc.

11.5 Vacuum cleaner, Blower, Bucket, duster, etc,

12. Building Materials

12.1 Asbestos Sheets

12.2 Timbers and Sawn Timber

12.3 Bricks, Sands, Rubble, Metal and Lime, Concrete Fence Post, Gravel.

- 12.4 Cement
- 12.5 Tiles
- 12.6 Glasses
- 12.7 Hume pipes
- 12.8 Paint
- 12.9 Under sheets

13. Kitchen Utensils / Equipment and Furniture

- 13.1 Kitchen Utensils
- 13.2 Kitchen Equipment
- 13.3 Canteen Tables and Chairs
- 13.4 Canteen Cupboard, Showcases

14. Procurement of Services

Repairs to Office, Teaching Equipment and Other Equipment

- 14.1 Repairs to Office Equipment and Calculators.
- 14.2 Repairs to Wooden Furniture & iron furniture
- 14.3 Repairs to Photocopy Machine, Fax Machine, Copy Printer etc.
- 14.4 Repairs to Computers, Laptop , Monitors, Printers, Scanners and UPS etc.
- 14.5 Repairs to Refrigerators, Deep Freezers and Air Conditioners
- 14.6 Repairs to Overhead Projectors and Multimedia Projectors
- 14.7 Repairs to Television, DVD Players
- 14.8 Repairs to Pedestal, Ceiling and Wall Fans
- 14.9 Repairs to Water Pumps
- 14.10 Repairing of Generators and Servicing
- 14.11 Repairing of Music instrument
- 14.12 Repairing of Kitchen utensils
- 14.13 Repairing of Sewing machine
- 14.14 Repairing of Printing Machine
- 14.15 Repairing of Grass cutter

14.16 Repairing of Washing machine

15. Repair to Motor Vehicles

15.1 Repairs to Motor Vehicles (Bus, Car, Van, Motor Bicycles and Three Wheelers, etc.

15.2 Air Conditioning, Auto Electrical, Tinkering, Painting, Engine and Other Motor Vehicle Repairs.

15.3 Servicing of Motor Vehicles

15.4 Vehicle Seats, Seat Covers

16. Printing

16.1 Printing of Magazines, Journals, Registers

16.2 Book Bindings

16.3 Printing of Envelopes, File Covers, Forms

16.4 Printing of Official Identity Cards, Students Identity Cards etc.

16.5 Digital Name Board Printing.

16.6 Printing of Banners

16.7 Printing of Diaries

17. Procurement of Works

17.1 Construction of Building and other Structures

17.2 Rehabilitation and Improvement to Building and Other Structures

17.3 Supply, fixing and commissioning LAN and network equipments

17.4 Consultancy Services (Consultancy for Construction of buildings, Road, Water Supply, Electricity Supply and Electricity Balancing, Networking, Drainage)

17.5 Landscaping

17.6 Installation of Street Lamp and Maintenance.

17.7 Fitting of Curtain items and floor carpeting and Interior Decoration.

18. Transport facilities

18.1 Hiring of Vehicles for Transport of Goods

18.2 Hiring of Vehicle for Transport of Passengers

19. Hiring of Services

19.1 Hiring of Sound System

19.2 Hiring of Video and Photograph

19.3 Lending Canopy & Sheds

19.4 Security service

19.5 Decoration service

19.6 Video Equipment

19.7 DJ sound service

19.8 Catering things

20. Procurement of Air Travels

20.1 Booking of Air Travels

21. Accommodation Facilities

21.1 Rent out Hall and Buildings / Houses

21.2 Accommodation Facilities for Students / Teachers and Guests

21.3 Accommodation at Batticaloa region/ Out of Batticaloa

22. Insurance Service

22.1 Vehicles Insurance

23. Other Services

23.1 Laundering Facilities

23.2 Ratting of Chairs

23.3 Janitorial Services

23.4 Gully Services

23.5 Supplying of Skilled and Unskilled Laborers

23.6 Cutting and Pruning of Trees

23.7 Polishing of Wooden Furniture

23.8 Clearance of Cargo (Imported)

- 23.9 Tailoring Services
- 23.10 Sewing machine service & Repair
- 23.11 Construction technical services

24. Procurement of other Items

- 24.1 Flower and Other Garden Plants, Flower Pots, Plant Maintenance
- 24.2 Cosmetic & Fancy items
- 24.3 Screen Printing material, tools & Equipment
- 24.3 Hygienic items
- 24.4 Cloth Materials
- 24.5 Tailoring items
- 24.6 Ceramic/Plastic items

TERMS AND CONDITIONS

1. Application should be prepared according to the specimen form appended below and send it under registered cover with **“Registration of Suppliers and Contractors 2025”** marked on the top left hand corner of the envelop.
2. Relevant Organization should possess a valid Business Registration and Revenue License from Local Authority/Trade License obtained from the Appropriate Authority and certified copies of these documents should be attached with the application.
3. If the intended supplier is a Limited Liability Company, Certificate of Incorporation of the Company should be annexed with the application.
4. If the Organization operates as a sole agent for overseas manufacture and supplies Goods/Services, the Authorization letter from the Principal should be attached.
5. The Organization should have at least two years experience of supplying the relevant items (goods/services/Works), where necessary Documentary Evidence is needed.
6. Copy of the Registration Certificate of ICTAD in connection with the Construction Contracts should be attached.

7. Every supplier should agree to provide a credit facility at least for one month.
8. Copy of the VAT Registration and if no VAT Registration and VAT Exemption Certificate issued by the Commissioner General, Inland Revenue should be attached.
9. Incomplete or application without supporting documents will not be considered for registration.
10. Acceptance for Registrations will be notified by e mail.
11. The Young Men Christian Association, Batticaloa has the right to call for quotations other than from the Registered Suppliers, Contractors and it reserves the right to make inquiries from those who are not registered as well. Suppliers who fail to quote or fail to make delivery in time or inconformity with the order will be deleted from the Registration of Suppliers list without giving any notice.
12. Any clarification could be obtained from the General Secretary, Young Men Christian Association, Batticaloa either by writing or phone.
13. **The Closing date for the application is 13 July 2025**
14. All Applications should be addressed to **The General Secretary, Young Men's Christian Association, located at 26/4A, Boundary Road South, Batticaloa** and Send under the Registered Post,

Note: This advertisement could be downloaded from the YMCA Batticaloa Web Site
<https://ymcabatticaloa.org/>

General Secretary
YMCA Batticaloa

YOUNG MEN'S CHRISTIAN ASSOCIATION, **BATTICALOA**

Supplier Registration Form for the Year 2025		
ESTABLISHMENT INFORMATION (GENERAL)		
01	Name of Establishment (Legal Name) :- *	
02	Business Address :- *	
03	Contact Name :- *	
04	Telephone Number :- *	
05	Fax Number :-	
06	E-mail Address :- *	
07	Web Address :-	
08	Business Registration Number * (Please attached Certified Copy of Business Registration) :-	
09	VAT Registration Number :-	
10	ICTAD Registration Number :-	

* : - *Compulsory*

12. Nature of Business :- (tick (✓) in relevant box below :)

Manufacturer: <input style="width: 50px;" type="checkbox"/>	Importer: <input style="width: 50px;" type="checkbox"/>	Authorized Agent: <input style="width: 50px;" type="checkbox"/>
Wholesaler: <input style="width: 50px;" type="checkbox"/>	Retailer: <input style="width: 50px;" type="checkbox"/>	Contractor: <input style="width: 50px;" type="checkbox"/>
Consultant: <input style="width: 50px;" type="checkbox"/>	Service Provider: <input style="width: 50px;" type="checkbox"/>	Others: <input style="width: 50px;" type="checkbox"/>

13. Business Type- tick (✓) in relevant box below:

Government: <input style="width: 50px;" type="checkbox"/>	Co-operative/ Societies: <input style="width: 50px;" type="checkbox"/>	Sole Proprietor: <input style="width: 50px;" type="checkbox"/>
Partnership: <input style="width: 50px;" type="checkbox"/>	Private Limited Company: <input style="width: 50px;" type="checkbox"/>	Public Limited Company: <input style="width: 50px;" type="checkbox"/>

14. Bank Details for Fund Transfer *

Beneficiary Account Name :
Bank Account Number :
Bank Name and Code :
Branch Name and Code :
Contact Number (Mobile) :

Date:.....

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Signature of Applicant
(Official Rubber
Stamp)